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## INTRODUCTION & PHILOSOPHY

The Trained Nurses' Association of India (TNAI) is the largest and one of the oldest professional associations for nurses in India. The members include Clinical Nurses, Nurse Administrators, Nurse Educators, Researchers, and Associate members (ANM & LHV). These members represent all sectors, i.e. Government, Private, Autonomous, Missionary institutions, Public Health, and Industrial sectors. The association had its beginning as the Association of Nursing Superintendents which was founded in 1905 in Lucknow- Uttar Pradesh. This organization was initiated by Nine European Nurses who were imbued with vision and the pioneering spirit. They felt the need to develop nursing as a profession and also provide a forum where professional nurses could meet and plan to achieve the desired goals.

In 1908, during the annual conference of the Nursing Superintendents Association, held in Bombay, a decision was taken to establish the Trained Nurses Association. Later in 1917, The Association of Nursing Superintendents and The Trained Nurses Association were registered as a single entity under the Society Act XXI of 1860. On 4<sup>th</sup> April 1950, The Trained Nurses Association and The Association of Nursing Superintendents were amalgamated and renamed "The Trained Nurses Association of India (TNAI). On June 14, 1950, the Government of India recognized the Association as a service organization vide. order No. F8-3/50-M II Govt. of India Ministry of Health, New Delhi. Then onwards, the voice of the Association is accepted in most quarters as the voice of Nurses in India. Resolutions adopted by it and presented to the various authorities are well received and generally accepted for implementation. The general improvement in living and service conditions of Nurses over the years and the increase in salaries, bear witness to the efforts of the TNAI and the attention paid by the Union and State Governments to its recommendations.

From 1912 to 1993 TNAI was affiliated with the International Council of Nurses (ICN). And was offered many opportunities to extend our professional horizon to newer ideas.

The main purposes behind the establishment of the Association are to uphold in every way the dignity and honor of the Nursing profession, to promote team spirit, and high standards of Health Care and Nursing

Practice apart from enabling the members to represent the issues arising in the workplace from time to time and express their grievances to the concerned authorities for consideration. The emphasis shall be on convincing the members about the importance of the nursing profession and the need for professional solidarity.

The Association felt that there should be a common forum for all categories of nurses to discuss and settle their issues, conduct welfare activities, and ensure a better working environment for nurses. The Association has gradually expanded its activities all over the country.

Health is the fundamental right of every person. The association believes that each nurse is ethically and morally responsible for providing a package of health services to the individual, family, and community to maintain positive health.

So nursing training centers were established in various places. Sustained efforts of the TNAI also brought about the constitution of the State Nursing Councils and Indian Nursing Council which established a uniform System of Nursing Education and Nursing Practice in India. Realizing that a systematic and regularized nursing education is essential to provide comprehensive health services to the community, the State Nursing Council and Indian Nursing Council were established in 1926 and 1947 respectively.

The TNAI has 33 branches in various States and Union Territories of India and members all over the country and abroad too. It has been affiliated with the Commonwealth Nurses and Midwives Federation (CNMF) since 1974. The Association is an associate member of other associations, organizations, and societies of national and international level. TNAI provides a forum for Student Nurses, ANMs & LHV's for their professional growth and upliftment. The Association holds National Biennial Conferences for Trained Nurses and Student Nurses.

It has two periodicals: The *Nursing Journal of India (NJI)* Since 1910 mainly containing scientific articles and a monthly magazine TNAI Bulletin (2011) which is a news bulletin sent to all the members. Other publications are the TNAI yearbook, and textbooks on various aspects of nursing practice, education, and community health.

TNAI instituted scholarships in 1934 to the Student Nurses for basic nursing education and trained nurses for higher studies. TNAI has conducted several studies since 1970 for the upliftment and maintenance of nursing standards and the Socioeconomic status of professionals in collaboration with different agencies. At the endeavors of TNAI, the Florence Nightingale Nurses Awards was initiated by Govt. of India in 1971 for all categories of nursing personnel. TNAI has conducted various projects since 1984 on continuing education, training, and workshops at National and State branch levels in collaboration with national and international agencies. TNAI submits memorandums to the Central and State Governments, whenever required on different issues towards the welfare of the nurses. The Association provides financial assistance for medical & critical care and sustenance allowance to needy members.

TNAI Also established a Central Institute of Nursing and Research Center where in launched Skill Labs for upskilling the nurses and created the National Nursing Museum.

To maintain high standards and transparency in the selection of nursing personnel for overseas recruitment, the Ministry of External Affairs has recognized TNAI as a Recruitment Agency in the year 2017.

TNAI felicitates the members who have successfully served 4 terms (16 years - the maximum working period) in the TNAI Council and Life Time Achievement Awards to the members for their commendable contribution to the association and to the nursing profession.

Railway Concession is available for the nurses as per railway rules. Guest Room facilities are available for nurses and their families at concessional rates in TNAI HQs, Green Park, New Delhi, and Knowledge Park, Greater Noida.

## **PATRON AND VICE-PATRONS:**

The President of the Republic of India/his wife/Vice-President of India/ Chief Justice of India or Speaker of Lok Sabha shall be invited to be Patron of the Association during the term of their office. If the above-mentioned persons decline then the Governing Body of the Association may invite Governors of the States or the Union Territories of India/ their wives or other distinguished officers at the Centre or State levels, social luminary of the country other than politicians to be Vice-Patron of the association.

## **ARTICLE- I**

### **SECTION A**

**TITLE:** The Trained Nurses Association of India

### **SECTION B**

#### **NATIONAL RECOGNITIONS**

**1908:** Established as Trained Nurses' Association of India.

**1917:** Registered under Societies Act XXI of 1860 on June 16, 1917.

**1950:** Govt. of India recognized it as a service organization vide order No. F.8-3/50-M.II.

**2017** Govt. of India, Ministry of External Affairs recognized TNAI as a Recruitment Agency for Nurses for Overseas Employment

#### **NATIONAL AFFILIATIONS**

**1975:** National Institute of Public Cooperation and Child Development.

#### **INTERNATIONAL AFFILIATIONS**

**1912:** The TNAI got affiliated with the International Council of Nurses.

**1974:** Affiliated to Commonwealth Nurses and Midwives Federation (CNMF)

#### **NATIONAL COLLABORATIONS**

Ministry of Health & Family Welfare (MoHFW), Indian Nursing Council (INC), Directorate General Health Services (DGHS), National Institute of Health and Family Welfare (NIHFW), National Centre for Disaster



Management, Indian Red Cross Society, Indian Public Health Association, Association for Social Health, Indian Hospital Association, Federation of Delhi Hospital Welfare Societies, Tuberculosis Association of India and Indian Leprosy Association, National Federation of Indian Women, Indian Medical Association, National Institute of Public Co-operation and Child Development (NIPCCD), Global Cancer Concern of India (GCCCI), Age Care, Help Age, Breastfeeding Promotion Network of India (BPNI) and White Ribbon Alliance India for Safe Motherhood (WRAI), AEFI, ICHA, IAP (Indian Academy of Paediatrics), Cardiac Society of India, National Neonatal Forum (NNF) etc.

### **INTERNATIONAL COLLABORATIONS**

TNAI has collaborated with several agencies like UNICEF, WHO, European Commission, Swedish International Development Agency (SIDA), Centre for Education- Development and Population Activities (CEDPA), Commonwealth Nurses Federation, Commonwealth Secretariat, UNFPA, International Council of Nursing and Registered Nurses of Ontario (RNAO) Canada, American Heart Association (AHA), Health Education England (HEE).

### **SECTION C**

#### **PURPOSE:**

To bring together all categories of Nurses under one umbrella for the overall advancement of the profession and upliftment of Nursing Fraternity.

### **SECTION D**

#### **OBJECTIVES:**

- 1) To uphold the dignity and honor of the nursing profession.
- 2) To promote a sense of *esprit de corps* among all nurses.
- 3) To strengthen and promote the standard of nursing education.
- 4) To promote high standards of health care and nursing practice.
- 5) To promote the welfare of nurses.
- 6) Strengthen and promote a uniform system of education, examination, certification, and registration.

## **SECTION E**

### **FUNCTIONS**

- 1) To ensure standards of nursing education.
- 2) To establish a code of ethical conduct.
- 3) To ensure quality of nursing services in the hospital & community.
- 4) To promote nursing research.
- 5) To support legal activities for grievance redressal.
- 6) To promote and protect the economic welfare of nurses.
- 7) To provide professional counseling and placement services for nurses.
- 8) To provide continuing professional development with credit hours to nurses.
- 9) To represent nurses as their spokesperson with national, international, government, and non-government organizations.
- 10) To serve as the official representative of the nurses of India to the national and international organizations.
- 11) To render care as per the changing needs of society.

## **ARTICLE- II**

### **Section A: GOVERNING BODY**

The governing body of the association comprises of:

#### **I. Officers of the Association**

Elected Officers

- i. National President
- ii. National Vice President(s)
- iii. National Treasurer

#### **Full time Officers (Appointed by TNAI)**

- i. Secretary-General
- ii. Deputy Secretary General
- iii. Assistant Secretary General(s)

## **II. Core Action Committee**

### **Elected Officers**

- i. National President
- ii. National Vice President(s)
- iii. National Treasurer
- iv. Immediate Past National President

### **Full time Officers (Appointed by TNAI)**

- i. Secretary General
- ii. Deputy Secretary General
- iii. Assistant Secretary General(s)

## **III. National Executive Committee**

The Executive Committee shall consist of:

### **Elected Officers**

- i. National President
- ii. National Vice Presidents (Five Regions)
- iii. National Treasurer
- iv. Immediate Past National President

### **Full time Officers (Appointed by TNAI)**

- i. Secretary General
- ii. Deputy Secretary General
- iii. Assistant Secretary General(s)

### **State Branch Officers**

- i. 10 State President(s) shall be selected for a term of **Four Years** based on the highest membership status of the State/ UT branch.
- ii. 10 State/UT President(s) shall be selected region-wise (02 branches from each region) for a term of 04 Years on rotation. This rotation shall be made exclusive of members selected as per clause viii.

The President of the State/ UT branch should be an EC member. If the President is unable to become an EC member due to genuine reasons the

National EC will decide on the inclusion of the Secretary of the State/ UT as an EC member on a case-to-case basis.

**Note:**

1. *The age for the Executive members/ coopted members shall be **below 66 years** at the time of nomination (as of January 1<sup>st</sup> of the Year of election notification).*
2. *The co-opted members shall be nominated during the **first National EC meeting** of newly elected National office bearers.*

#### **IV. National Council**

The following members shall constitute the Council:

##### **Elected Officers**

- i. National President
- ii. National Vice Presidents (Five Regions)
- iii. National Treasurer

##### **Full time Officers (Appointed by TNAI)**

- i. Secretary-General
- ii. Deputy. Secretary-General
- iii. Assistant Secretary- General(s)

##### **State Branch Officers**

- i. Branch President from each State and Union Territory
- ii. Branch Secretary from each state and Union Territory
- iii. Co-opted Members- Four (Nominated by the Council)

##### **Ex-officio Members**

- i. Immediate Past President of TNAI
- ii. National Secretary- ANM & LHV
- iii. Nursing Advisor/ Deputy Nursing Advisor/ Addl. Nursing Advisor/ Any highest nursing Official to Govt. of India
- iv. Secretary, Indian Nursing Council

- v. The highest nursing official from the Armed Forces
- vi. One Elected Member of each affiliated Association(s)
- vii. One State Nursing Council Registrar from each region nominated by the National EC.
- viii. Highest nursing official from Railways and ESIC on rotation, region-wise.

**Note:**

1. *The full-time officers of TNAI are not to contest for any elected posts in TNAI.*
2. *The co-opted members and the National Secretary- ANM & HVL shall not be eligible to contest for the TNAI National Level election for the post of National President, National Vice President, and National Treasurer. All ex officio members shall be members of TNAI.*
3. *Maximum age for the Council, Ex officio, and co-opted members shall be **below 66 years** at the time of nomination (ie. as of January 1<sup>st</sup> of the Year of election notification she/he shall not have completed 66 years).*
4. *The co-opted members shall be nominated during the **first National EC** meeting of newly elected National office bearers.*

## **V. TNAI House of Official Representatives and Associate House of Official Representatives**

Life Members of TNAI are eligible to be selected as House of Official Representatives (**HOR**) and

Associate Members TNAI are eligible to be selected as (ANM/LHV) Associate House of Official Representatives (**AHOR**)

One House of Official Representative represents every five hundred (500) members from the State/Union Territory branches and for the additional fraction of two hundred fifty (250) and above there shall be one more representative.

For branches having less than 250 members, there shall be one House of Official Representative.

One Associate House of Official Representatives (ANM& LHV) for every One Hundred (100) members from the State/Union Territory branches and the additional fraction of Fifty (50) and above there shall be one more representative.

For branches having less than 50 members, there shall be one Associate House of Official Representative.

Selection of House of Official Representatives (HOR) and Associate House of Official Representatives (AHOR)- detailed in 'Section G'

HOR & AHOR shall be selected/nominated at the General Body Meeting of the State/ UT branches. Equal representation from all the institutions of education, service, and community is mandatory. HOR & AHOR list and waiting list shall be prepared and signed by the President and Secretary of the State/ UT branches after getting consent from the HOR & AHOR.

***In any case, not more than 20% of HOR or AHOR shall not be from one institution. HOR and AHOR lists shall be prepared with their both residential and official address (with designation).***

## **SECTION B: DUTIES OF OFFICERS**

### **I. National President**

Shall be responsible for/ to

- i. Oversee administration of TNAI establishment
- ii. Periodical monitoring of the progress, evaluation, and strategic planning for improvement as and when required
- iii. Chairperson of all the committees except the National election committee.
- iv. Preside over all the meetings
- v. Approve the agenda and minutes of all meetings
- vi. Approval of new programme/scheme/ project etc. to fulfill the objectives of TNAI and implementation of all policies
- vii. Oversee the National and State/UT branch elections
- viii. Oversee the collaboration with other agencies (National and International/ Government and Non-Government)

- ix. Prepare the annual performance appraisal Report of the Secretary-General.
- x. Confirm the annual performance appraisal Report of all Class A officers.
- xi. Officially intimate the Secretary-General, whenever out of the country and delegate the power to the Senior National Vice President during her/his absence.
- xii. In the absence of the National Treasurer, the National President shall be the signatory for financial transactions.

## **II. National Vice-President (Region wise)**

Shall be responsible for/to

- i. Assist the National President in all activities
- ii. Attend all the EC/ Council and Subcommittee meetings
- iii. Grievances redressal in her/his region under intimation of the National President & TNAI Hqrs.
- iv. Attend all the state conferences & HOR meetings in her region
- v. Verify the accounts of the State Branches during the annual General Body Meetings.
- vi. Ensure the auditing of the state branches' records once in 2 years
- vii. Exercise the power in the absence of the President based on seniority in TNAI membership
- viii. Responsible for the major activities in her/ his region like election, auditing, resolving conflicts, attending SNAI/ TNAI state conferences, etc.
- ix. Present their regional report in the EC and the annual council meeting.

## **III. National Treasurer**

Shall be responsible for:

- i. Monitoring the proper utilization of finance for the association activities
- ii. Monitoring the proper maintenance of accounts

- iii. Preparing biennial budget along with the Secretary-General and Accounts Officer
- iv. Reporting the expenditure statement to the EC & Council.
- v. Preparing & submitting the comparative statement of the finance to the EC/Council/HOR meetings
- vi. Verifying the cash book, bills, vouchers, and cheques.
- vii. Signatory for all the financial transactions of the TNAI
- viii. Informing in writing well in advance to the National President and Secretary-General whenever out of station.

#### **IV. Immediate Past National President**

Shall act as an advisor to the Management and governing body of the Association.

#### **V. Secretary-General**

Shall be responsible for/ to

- i. Shall act as the Executive Officer of the Association to implement its policies.
- ii. Planning, implementing, monitoring, and evaluating new schemes and policies.
- iii. Working as the Executive Officer of the Association to carry out all the resolutions and other decisions taken by the Executive/Council/HOR from time to time.
- iv. Preparing and sending agenda and minutes of all meetings after approval of the President.
- v. Organizing Biennial Conferences under the guidance of the President and coordinating with the host branch.
- vi. Administration of TNAI establishments.
- vii. Preparing Biennial Budget, and Balance Sheet along with the Treasurer.
- viii. Signatory for proper utilization of finance in all transactions in TNAI establishment along with National President/ National Treasurer.



- ix. Chief Editor of the official organ and all other TNAI publications of the Association in all matters.
- x. Timely conduct of national and state branch elections.
- xi. Establishing cordial relationships with other national, international, Govt. and Non-Govt. agencies for the fulfillment of the association's objectives.
- xii. Furnishing quarterly reports to the National EC, Annual reports to the National Council, and Biennial reports to HOR meetings.
- xiii. Auditing the State Branches from time to time (every two years) along with the Vice President and Accounts officer.
- xiv. Coordinate and communicate all the activities about the State/ UT branches.
- xv. Prepare the annual performance appraisal of all the Class A & B officers.
- xvi. Record the annual performance appraisal of all the staff.

## **VI. Deputy Secretary General**

Shall be responsible for/ to

- i. Assist the Secretary-General in all activities of the Association as per directions.
- ii. Responsible for such other duties in the Headquarters/CIN/ECH and work for the association as may be prescribed on the staff service rules and regulations and standing orders and as delegated by the TNAI National EC and Council from time to time through Secretary General.
- iii. Visit the branches as per the direction of the TNAI Management/ Secretary-General.
- iv. Furnish quarterly reports to the Secretary-General.

## **VI. Assistant Secretary General**

Shall be responsible for/ to

- i. Work under the direction of the Secretary-General and Dy. Secretary-General.

- ii. Assist in all the activities of the association under the directions of the Secretary-General and Dy. Secretary-General.
- iii. Specific assignments delegated by the Secretary-General.
- iv. Visit the State/ UT branches as per the direction of the Management/ Secretary-General.
- v. Submit quarterly reports about the section and responsibility assigned by the Secretary-General.
- vi. Oversee the election process as per the direction of the Secretary-General.
- vii. Prepare the performance appraisal of the Group C staff working under the respective sections.

## **VII. Executive Committee Members**

Shall be responsible for/ to

- i. Submit agenda in consultation with the EC members of their State/ UT branch.
- ii. Attend all the National EC/Council meetings.
- iii. Submit and present the State/ UT branch activities in all National EC meetings.
- iv. Active participation in the business of the National EC meetings.
- v. Communicate the decision of the National to the Secretary and State Branch executives.

## **VIII.Co-Opted Members of TNAI**

Shall be responsible for/ to

Act as an advisor to the governing body and management.

## **IX. National Secretary LHV and ANM**

Shall be responsible for/ to

- i. Contact State/ UT representatives of ANM and LHV to motivate and enroll new members.
- ii. Grievances redressal of LHV and ANM.
- iii. Organize the CNE Program for ANM/ LHV as per requirement.
- iv. Identify areas where research is required for improving standards of

- community health services and refer these to the nursing research section through the National TNAI Council.
- v. Prepare and send the agenda for the national ANM and LHV meeting to the Secretary-General for approval of the President.
  - vi. Assist/ Conduct ANM and LHV meetings during council meetings.
  - vii. Send the minutes of the meeting to the State/ UT representatives of LHV and ANM.
  - viii. Submit an annual report of the activities to the Secretary-General and present it at the council / and Associate HOR meeting.
  - ix. Any other duties assigned by the National Council / executive committee.

## **SECTION C: MEMBERSHIP**

### **I. Categories of Membership**

#### **A. Life Membership**

##### **(i) Eligibility:**

A person who is a registered Nurse Midwife (RN RM) trained from an institution recognized by the Council and holds a valid certificate issued by the Nursing Registration Authority. In case of foreign qualifications, submit the equivalency certificate issued by the regulatory body for the verification of overseas qualifications.

##### **(ii) Procedure for Membership:**

- a) Nurses applying after one year of the receipt State Nursing Council Registration certificate shall submit self-attested copies of the Registration Certificate issued by the State Nurses Registration Council along with the prescribed application form.
- b) Nurses transferring from Student Nurses' Association of India (**SNAI**) to **TNAI**, a letter from the Head of the training school/college/ institution authenticating that the student has completed the course successfully/ working in the institution along with the self-attested copies of the **Final year mark sheet/degree or diploma certificate**.

- c) **SNAI to TNAI (New) Membership Plan:** The Head of the training school/college sends a letter authenticating that the student has completed the course successfully with copies of the **Final year mark sheet/degree or diploma certificate** to the TNAI Headquarters.

## **B. Associate Membership**

### **(i) Eligibility:**

A person who is registered as an ANM/LHV/Multipurpose Health Worker (F) and trained from the nursing institution recognized by the Board of Examination/Nursing Council shall be eligible for Associate Membership.

### **(ii) Procedure for Membership:**

- a) Nurses applying after one year of the receipt State Nursing Council Registration certificate shall submit self-attested copies of the Registration Certificate issued by the State Nurses Registration Council along with the prescribed application form.
- b) Nurses transferring from **SNA** to **TNAI**, a letter from the Head of the training school/college authenticating that the student has completed the course successfully/ working in the institution along with the self-attested copies of the **Final year mark sheet/degree or diploma certificate**.
- c) **SNA** to **TNAI (New) Membership Plan:** The Head of the training school/college sends a letter authenticating that the student has completed the course successfully with copies of the **Final year mark sheet/degree or diploma certificate** to the TNAI Headquarters.

## **II. Membership Fee/ Concession/ Grant & Transfer of Membership:**

- a. TNAI membership fee for all categories of membership will be as determined by the Council from time to time and it will be published in NJI, TNAI Bulletin, TNAI website, and the Membership application form.

**b. Membership fee concession:**

- i. SNA to TNAI:** Students transferring their membership from SNA to TNAI and availing the concession in life membership shall apply immediately on passing the final examination and not later than one year after the receipt of final year mark sheets/ certificate
- ii. Religious sisters:** Religious Sisters-cum-Nurses drawing no salary are eligible for Life membership at a concessional rate, provided proof of certificate from the concerned authority has been submitted along with the application form.
- iii. Retired Nurses:** The retired nurses have to submit proof of retirement along with the membership application form and nursing certificate to avail of the concession.

**c. Membership Grant:**

TNAI shall make a grant, per capita, as decided by the Council from time to time, to the State Branches. The current rate for the new life member and associate member is 10% of the membership fees and for existing members Rs. 10 per member.

**d. Transfer of Membership from one state/ UT branch to another branch:**

The TNAI membership of a member shall be primarily entered in the membership list of the branch in which he / she was recommended for membership. Later the TNAI members can request for a transfer of membership to another branch for reasons like change of residence, workplace, etc. The request shall be made to the National Office by quoting the TNAI membership number and reason for transfer. After the financial year of primary enrollment only the transfer request to be considered by the Headquarters.

**C. Student Nurses Membership**

Students of ANM/GNM/BSc (N) courses of any nursing institution recognized by the Board of Examination/Nursing Council/ University shall be eligible for Student Nurses Association of India (SNAI) membership through the SNAI unit of the concerned institute.

**(i) Affiliation of The Association:**

Any registered All-India Association or Society of Nurses shall seek affiliation with TNAI.

**(ii) Procedure for Membership:** The President or Secretary of the Society shall apply in writing to the Secretary-General of TNAI enclosing with the copies of the constitution, assets, by-laws, rules, and annual report of such associations or society. The application shall be considered by the TNAI after the approval of the EC, Council, and HOD.

**(iii) Affiliation fee:** The affiliation fee shall be payable on 1st day of each accounting/financial year (April, 1) and shall be at the rate of Rs. 10 per annum per member. Only those nursing organizations whose members are individual members of TNAI shall pay at this rate. Non-TNAI members shall be at the rate of Rs. 20/ annum.

**(iv) Benefits:**

- a) One representative (if nurse) from the affiliated association is an Ex-officio in the TNAI Council with full voting power and vice versa.
- b) The expenses of attending the council shall be borne by the TNAI and vice versa
- c) The affiliate association shall be provided with TNAI Bye-Laws and one copy of the official Journal i.e. *The Nursing Journal of India* and *TNAI Bulletin* at free of cost.

**(v) Disaffiliation and Withdrawal:**

Any affiliated Association that fails to meet the requirements of the existing Constitution and By-laws of TNAI, after investigation by the authorized committee, shall disaffiliate the association.

II. Any affiliated Association can withdraw affiliation at any time, after submitting a written notice to the Secretary-General of TNAI and the approval from the EC and Council of TNAI.

## **SECTION D: REPRESENTATION TO NATIONAL AND INTERNATIONAL ORGANIZATIONS**

- (i) **NATIONAL: Indian Nursing Council:** The National President TNAI shall be the representative in the Indian Nursing Council.
- (ii) **Other National and International Organizations:**  
The Council shall nominate any national Executive member to represent any other organizations on behalf of TNAI.

## **SECTION E: DISCIPLINARY ACTION:**

### **I. Disciplinary Action against Office Bearers of TNAI at the National Level.**

- i. Any complaint/issues raised against the National Office Bearer(s) shall be discussed in the National Executive Committee and a decision by 2/3 majority is necessary to initiate action.
- ii. A memo seeking an explanation from the concerned officer(s) shall be issued as the first step. If the reply to the memo is not satisfactory an inquiry committee shall be constituted by Core Action Committee.
- iii. The report of the enquiry committee shall be presented in the next National EC and action may be initiated as per the decision of the National EC.
- iv. Action may include a suspension from EC, suspension of membership or even termination of membership. If the complaint is against the National President the (senior) Vice President shall chair the concerned meeting of the National EC.

## **SECTION F: MEETINGS OF TNAI**

### **I. Types of Meetings:**

- A. TNAI Core Action Committee meeting**
- B. TNAI- National EC Meeting**
- C. TNAI- National Council Meeting**
- D. TNAI- HOR/AHOR Meeting**
- E. TNAI- Special meetings (National)**
- F. Sub-Committee Meetings**

### **II. Intimation about the meeting and the agenda:**

#### **A. TNAI National EC/Council/ HOR/AHOR**

The Secretary-General shall give the information about the meeting **30 days** before the date of the meeting. In case of a special meeting, the information shall be given **07 days** before the meeting.

The Secretary-General shall invite the agenda from the State/ UT branches. The State/ UT branches Secretary shall send the agenda to the Secretary-General- TNAI after the discussion with the State EC and approved by the State/ UT Branch Presidents. The final agenda shall be prepared by the Secretary-General and shall be circulated to all the committee members after consultation and approval of the final agenda by the National President TNAI shall be issued not less than 7 days before the meeting of the National EC/Council.

Additional items for the agenda shall be presented by the National President TNAI to the National EC/Council which are of sufficient importance to be added to the agenda.

#### **B. TNAI Core Action Committee**

The Secretary General as advised by the National President shall intimate about the meeting of the core committee a minimum of seven days in advance in case of a physical meeting. In case of a virtual meeting, a minimum of one-day notice is required. The agenda for the meeting shall be included along with the intimation for the meeting.



### **III. Rules of the Meetings:**

#### **A. TNAI- Core Action Committee Meeting:**

TNAI National Core Action Committee is a miniature of the National EC. The committee shall consist of the National President, Five National Vice Presidents (Regional), the National Treasurer, the Immediate Past National President, the Secretary-General, Dy. Secretary General, Assistant Secretary-General (s).

The core action committee members shall meet as and when required to decide on issues of importance that cannot be postponed till the next National EC meeting.

The decisions taken by the Core Action Committee shall be ratified by the next EC.

#### **B. TNAI-National EC meeting:**

All committee members are required to attend a minimum of **seventy-five percent (75%)** of the meetings during their term of four years otherwise they shall not be eligible to contest in the forthcoming elections both at the State and National level. Two-thirds of the committee members form a quorum. If, however, the quorum is not complete, the meeting shall adjourn for half an hour and meet at the same place and transact the necessary agenda even if the quorum is not complete.

The National EC meets once in Four Months (Thrice in a year) out of which one meeting shall be conducted before the national Annual council meeting.

#### **C. TNAI- National Council Meeting**

The Council shall meet once a year at such place and time as decided in the previous Council or by the National President in emergencies. Two-thirds of the committee members form a quorum. If, however, the quorum is not completed, the meeting shall be adjourned for half an hour and meet at the same place and transact the necessary agenda even if the quorum is not complete.

The decisions taken by the Executive Committee shall be ratified by the Council. All the issues referred by the EC to the Council shall be discussed

and decisions shall be taken within the jurisdiction of the Council. The issues that are not within the jurisdiction of the Council shall be referred to HOR for final decision

All committee members are required to attend a minimum of **seventy-five percent (three out of four meetings)** of the meetings during their term of four years otherwise they shall not be eligible to contest in the forthcoming elections both in the State and National level.

If any of the Core Action Committee, Executive Committee, Council, Co-opted or Ex officio member remains absent for two consecutive meetings without prior permission and approval from the National President- TNAI, he or she shall cease to be the member of the committee automatically.

#### **D. House of Official Representative (HOR) and Associate House of Official Representative (AHOR) meetings.**

The general body meeting of the HOR and AHOR shall be held biennially at such a place as decided by the previous Council.

HOR consists of one representative for every five hundred members. HOR shall meet once in 2 years at such a place as decided by the previous Council.

AHOR consists of one representative for every hundred members. AHOR shall meet once in 2 years at such a place as decided by the previous Council.

The decision which is taken by the Council shall be ratified by the HOR and AHOR.

All issues referred by the Council shall be discussed and decisions shall be taken by the HOR and AHOR.

The agenda for the meeting of the House of Official Representatives shall include the Biennial Report, Biennial Accounts, Biennial Budget, Ratification of the decisions taken by the EC and Council, amendments to the Constitution and bye-laws, dealing with Policy matters and adoption of Policy and Position Statements and election of the office bearers of the TNAI.

## **E. Special Meetings**

The National President, TNAI, may call a Special Meeting of the Executive /Council members at any time in situations where major decisions are to be taken immediately if required **OR** on request of one-third of the Executive/ Council members in writing or by Email (specifically mentioning the reason for the meeting) to the National President with a copy to TNAI Headquarters. The specific agenda for such a special meeting shall be mentioned along with the intimation for the meeting. No other matter/dispute shall be discussed in such meetings unless and until the matter is closely related to the agenda item.

## **F. Sub-Committee Meetings**

List of the Sub-Committees

- 1. Finance Committee**
- 2. Editorial Advisory Committee (Board)**
- 3. Building and Works Committee**
- 4. Scholarship Committee**
- 5. Constitution & Bye-laws Revision Committee**
- 6. Nurses' Welfare Fund Committee**
- 7. Continuing Professional Development (CPD) Committee**
- 8. Purchase, Stores & Condemnation Committee**
- 9. Disputes and Grievances Committee**
- 10. Resolution follow-up Committee**
- 11. Internal Audit Committee**
- 12. Research Committee**
- 13. Policy and Position Statement Committee**

### **a. Selection of the committee:**

**The members for the committees will be decided by the National Council of TNAI from time to time with the majority of members nominated from the TNAI Council.**

The EC during their first meeting after taking charge shall constitute committees. The term of the office of each committee shall be for four years. Each committee shall meet at least once a year. Each

committee members are expected to attend all the committee meetings. This committee(s) has no executive powers.

**b. Information about the Subcommittee meeting:**

In consultation with the National President- TNAI, the Secretary-General shall inform the members about the meeting thirty (30) days before the date of every committee meeting and seven days prior in case of the special committee meeting.

**c. Sub Committees**

The Council shall constitute Subcommittees. The National President shall be the Chairperson of the Standing Committees. Chairperson can co-opt members from any state. The term of the office of each member of the Standing Committee shall be four years.

**d. Terms of Reference of Standing Committees are:**

- (i) Each Committee shall meet at least once a year and whenever deemed necessary unless specified otherwise in terms of its frame of reference.
- (ii) The report of the proceedings of the Committees can be prepared by the Secretary-General/ Deputy Secretary General/assistant secretary General and get approved by the National President and shall be placed before the National EC/Council/HOR.
- (iii) Any member holding office/charge of a Committee who shall for any reason cease to hold office shall forth with hand over all documents, records, books, funds, assets, and other property of the Association then in her/his possession to her/ his successor or the Headquarters, TNAI.

**1. Finance Committee**

The committee shall consist of the National President, National Treasurer, Secretary General and Accounts officer.

**Functions**

- i. Meet quarterly and review the financial position of accounts.
- ii. Shall prepare a biennial budget for proper management of finances.

- iii. Implement the financial policies as revised from time to time
- iv. Ensure annual statutory audit and internal audit once in two years
- v. Implement the recommendation by the statutory audit and internal audit
- vi. Ensure that the expenditure is being made against the estimated budget.
- vii. Verify and approve the accounts and related records of the office.
- viii. Verify the contingency expenditure and replenish
- ix. Prepare the comparative statement of the finance and submit to the EC, Council, and HOR.

## **2. Editorial Advisory Committee (Board)**

The committee shall consist of the National President, five nursing experts, and one expert preferably in communication, publishing, etc., from an organization similar to TNAI nominated by the EC, Secretary General, Deputy Secretary General, and Assistant Secretary-General (In charge of publications).

### **Functions**

- i. The Editorial Advisory Committee (Board) shall hold a minimum of two committee meetings in a year.
- ii. It shall act as an Advisory Body to all the TNAI Publications, especially *The Nursing Journal of India* and *TNAI Bulletin*, and recommend the relevant policies and programs to the TNAI Council.
- iii. Monitor the content and its production, and make necessary recommendations for improvement of the TNAI publications.
- iv. Provide broad guidelines for publishing of NJI, TNAI Bulletin, and other publications.
- v. Recommend any new or advanced technology whenever required, but Ex-post Facto sanction to be obtained from the Executive Committee and Council TNAI.
- vi. For peer review, expert from the respective field shall be co-opted as per the criteria.

### **3. Building and Works Committee**

The Committee shall consist of National President, National Vice President of the North region, National Treasurer, two Council members where headquarters is located, Technical Experts and Secretary-General, Deputy Secretary General/Assistant Secretary General, Accounts Officer and Office Superintendent.

In case of building and works related to State/UT Branches, The President, Secretary and the Treasurer of the concerned state may be invited to the particular meeting of the committee along with National President, Secretary General and Account Officer.

#### **Functions**

- i. Prepare plan and estimate budget.
  - ii. Act as the advisory body for proper work as designed.
  - iii. Periodical review of matters related to building works
  - iv. Suggest plans for expansion or maintenance of the building
  - v. Ensure the quality of work.
- Ex-post Facto sanction to be obtained from the Executive Committee and Council TNAI for additional budgets.

### **4. Scholarship Committee**

The Committee shall consist of the National President as Chairperson; other members shall be the National Treasurer, TNAI and Secretary-General, Deputy Secretary-General, and Assistant Secretary-General in charge.

#### **Functions**

- i. Fix target based on number of SNAI units in every State/ UT branch.
- ii. Initiate selection procedure through the Headquarters.
- iii. Invite and scrutinize applications, obtain references, shortlist and select as per laid down criteria and recommend for award of scholarships.
- iv. Report the selected list to the EC and publish it in the TNAI Website.

- v. Review, revise and recommend policies on award of scholarship to Executive Committee/Council, TNAI.

## **5. Constitution & Bye-laws Revision Committee**

The Committee shall consist of the National President TNAI. The committee consists of elected three council members nominated by the EC, Secretary-General, and Dy. Secretary-General, Assistant Secretary General, and Legal Advisor.

### **Functions**

- i. Review the existing Constitution & and Bylaws and amend the same as suggested/requested by TNAI EC/ Council.
- ii. Ordinarily a full review of the Byelaws shall be completed in every TEN years.
- iii. Amendments drafted by the committee shall be considered whenever necessary as and when approved by the National EC, Council, and HOR.
- iv. Specific amendments can be suggested by the committee subject to approval by the EC/ Council and HOR.

## **6. Nurses' Welfare Fund Committee**

The Committee shall consist of the National President, three Council members nominated by the EC, National Treasurer, Secretary-General, Dy. Secretary General/Assistant Secretary General.

### **Functions**

- i. Scrutinize and ensure the authenticity of the applications.
- ii. Review the health and financial status of the recipient annually by obtaining reports from the concerned State/ UT, President/ Secretary, or head or in charge of the institutions.
- iii. Recommend/ modify policies for the use of the Nurses' Welfare Fund.

## **7. Continuing Professional Development (CPD) Committee**

The Committee shall consist of the National President TNAI, six members who are subject experts from various nursing specialties

nominated by the National EC, the Secretary-General, and Dy. Secretary-General/Assistant Secretary-General.

### **Functions**

- i. To act as an advisory body and decide upon action to be taken by the TNAI Headquarters on matters about CPD to be organized by the TNAI.
- ii. To assess and identify the needs of the Continuing Education area and categories of nursing personnel and set priorities.
- iii. To ensure that the current trends in Nursing Education and service are incorporated in Continuing Education programs.
- iv. To decide on credit hours and concession/facilities to be provided to the participants.
- v. To process the proposals of the Continuing Professional Development of State branches and extend necessary help by the TNAI Headquarters.
- vi. Coordinate with state/ UT branches for CPD programs.
- vii. To mobilize financial resources for the state branches to conduct CPD programs.
- viii. Periodical monitoring of the progress of the CPD program.

### **8. Purchase, Stores & Condemnation Committee**

The Committee shall consist of the National President, National Treasurer, Secretary-General, Deputy Secretary General/Assistant Secretary General, Office Superintendent, and Accounts officer.

- i. Ensure the purchase rules are followed.
- ii. Ensure proper utilization of the finance.
- iii. Scrutinize the quotations and propose purchases.
- iv. Ensure proper maintenance of the stock register and inventory register.
- v. Ensure regular and sufficient supply of equipment and other items as per requirement.
- vi. Ensure condemnation shall be done ones in a year.
- vii. To obtain ex-post facto sanction from the Executive Committee and Council TNAI for all purchases beyond the budget and authorized sanctioning power.



## **9. Disputes and Grievances Committee**

The Committee shall consist of the National President, one National Vice President, one Council member nominated by the National EC, Secretary-General, Deputy Secretary-General/Assistant Secretary-General and Legal Advisor, TNAI.

### **Functions**

- i. Verify the disputes and grievance issues at the National/ State/ UT level and submit the reports to the forthcoming meeting of EC or Council (whichever is earlier) with a clear opinion.
- ii. It shall follow such hearing procedures by considering complaints and grievances as are prescribed by the Council from time to time provided that such disputes are resolved and decided after affording full opportunity to the parties concerned to represent their respective cases and after giving them fair and just hearing.
- iii. To follow the principles of natural justice in deciding such disputes, which means that no party should be proceeded against without affording a full and fair opportunity to the said party to represent its case before the committee concerned.
- iv. In case the party concerned does not appear before the committee even after three services of notices then the party can proceed against the ex-party and a decision can be given even in the absence of the said party and that decision will be binding on all concerned.

## **10. Resolution follow-up committee**

The Committee consists of the Immediate Past President, Vice President of the concerned region, President and Secretary of the State/ UT branch, Assistant Secretary-General nominated by the Secretary-General with the approval of the National President-TNAI.

### **Functions:**

- i. Submit a resolution to the concerned office/authority.
- ii. Follow up on the progress with the office/authority.
- iii. Submit a progress report to the EC or Council (whichever is earlier) with comments or suggestions.

## **11. Internal Audit Committee**

### **a. National:**

The National Audit Committee shall consist of three national EC members nominated by the EC.

### **Functions**

- i. Audit all the records of the TNAI establishment once a year.
- ii. Submit the audit report to the forthcoming National EC through the National President.

### **a. State:**

The State Audit Committee shall consist of one National Vice President (Regional), the Secretary-General, and the Accounts officer from the TNAI National Office.

### **Functions**

- i. Coordinate with the state branch President/ Secretary regarding the audit.
- ii. Audit all the records of State TNAI and their establishment(s) once in two years.
- iii. Submit the audit report to the forthcoming National EC/ Council through the National President whichever is earlier.

## **12. Research Committee**

The Committee consists of the National President, 05 Members nominated by the National Council of TNAI, the Secretary-General, and the Deputy Secretary General/ Assistant Secretary-General nominated by the Secretary-General with the approval of the National President-TNAI.

### **Functions:**

- i. Identify priority research areas.
- ii. Scrutinize research proposals submitted to TNAI
- iii. Consider applications for research funding
- iv. Consider and scrutinize proposals for collaboration for research projects.
- v. Report to the forthcoming EC/Council.

### 13. Policy and Position Statement Committee

The Committee consists of the National President, 05 Members nominated by the National EC of TNAI, the Secretary-General, and the Deputy Secretary General /Assistant Secretary-General nominated by the Secretary-General with the approval of the National President- TNAI.

**Functions:** formulate draft policy and position statement on matters forwarded to the committee by the National EC.

## SECTION G: TNAI NATIONAL ELECTION

### I. Common Eligibility of the candidates

Life member(s) of TNAI who meet the eligibility criteria (listed below) shall submit nominations for the office of National President, National Vice-Presidents of 5 Regions, and National Treasurer. **The post of National Treasurer is reserved for Female TNAI members from NCT of Delhi.**

Associate TNAI Member(s) who meet the eligibility criteria (listed below) from the category of LHV and ANM shall submit a nomination for the office of Honorary Secretary ANM & LHV. **This post is reserved for Female Associate TNAI members.**

- i. Any candidate filing nomination for National Offices shall have completed a **minimum of 13 years of membership** in TNAI.
- ii. Age: **Shall not have completed 66 Years** as of **1<sup>st</sup> January** of the calendar year in which the election notification is released.
- iii. **Any member holding the highest nursing position in the Government of India or Regulatory/ Statutory bodies is not eligible to contest for the National Offices of TNAI.**
- iv. The eligibility of the candidates for contesting any national office post shall be considered based on **successful completion of the office** (with 75% attendance in all the National and State Executive/ Council meetings) in the respective state branch and handing over\* the office after clearing all financial and other liabilities *before the last date for nomination/ **Six months*** before the National election.

\*Applicable for the contestants who were State office bearers.

## **II. Specific Eligibility criteria for each National Office bearer(s).**

### **a) National President**

The nominations for the National President shall be made only from LIFE members of TNAI who have served for at least 2 terms of 4 years each (a total of eight years) on the National Council of TNAI. The eight-year period in the National Council shall be as National Vice President /National Treasurer/ President or Secretary of the State/ UT branches. The National President shall not be eligible for re-election.

### **b) National Vice Presidents**

For the election of the National Vice-Presidents, Nomination shall be from 5 regions as considered by TNAI which is mentioned below.

Divisions of the TNAI Region

**North:** Chandigarh, NCT of Delhi, Haryana, Himachal Pradesh, Jammu & Ladakh, Kashmir, Punjab, Rajasthan, Uttarakhand, Uttar Pradesh

**North East:** Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura

**East:** Bihar, Chhattisgarh, Jharkhand, Odisha, West Bengal

**West:** Goa, Gujarat, Madhya Pradesh, Maharashtra, Daman Diu, Dadra & Nagar Haveli

**South:** Andaman & Nicobar Islands, Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry (UT), Tamil Nadu, Telangana.

The nomination for a National Vice-President shall be made only from LIFE members of TNAI who have served for at least four years (one term) on the National Council of TNAI as National Treasurer/ President/ Secretary of the State/ UT branch and he/she is residing in the same region.

### **c) National Treasurer**

The nominations for National Treasurer shall be from the place where the Headquarters is located and those who served **at least one term in the State Branch Executive committee of any state branch (04**

**Years) are eligible to submit the nomination. The post of National Treasurer is reserved for Female TNAI members.**

**d) National Secretary- LHV and ANM**

The nomination for the said post shall be among the LHV and ANM, who served one full term in the state executive as representative of LHV/ ANM.

**This post is reserved for Female Associate TNAI members.**

**III. Specific restrictions/Conditions for eligibility/ Non eligibility**

- i. Any person who has resigned from a position in National Office, shall not be eligible to contest for any position.
- ii. Members who are, or had been involved in litigation with the TNAI are not eligible to contest election.
- iii. The members who are faced/ facing disciplinary proceedings from TNAI and/or in their work situation are not eligible to contest the election.
- iv. The members holding office positions in TNAI shall not hold office positions in parallel Nursing Organizations. For filing nomination for TNAI post the members will have to relinquish the post in other organizations. Such resignation shall be declared with a copy of accepted resignation letter with intimation from the head of the concerned organization/ association or society.
- v. The person so elected for a particular office at the National Level shall hold the office for the full term (Four Years) and shall not contest and cross to another office prior to the completion of the term of their existing elected office.
- vi. The members who are residing outside the country shall not be eligible for contesting election.

**IV. Eligible Voters- TNAI**

**House of Official Representatives (HOR) - TNAI Members**

The eligible voters shall be members of House of Official Representatives (HOR) of each states/ UT.

For each 500 TNAI members there shall be one HOR and their one vote shall be counted with value of 500 votes. The HOR shall be selected by the respective branch as per the criteria given on Section D (Selection of HOR).

**The HOR will cast one vote for all the National Offices except Honorary Secretary- LHV and ANM**

Other eligible voters are National Executive Members, National Council Members inclusive of National Ex-Officio Members, National Co-Opted Members and the National Contestants. **They will cast vote only for National President, National Vice Presidents and National Treasurer.** Each of their vote shall be counted with value one.

**a. Associate House of Official Representatives (AHOR) Associate TNAI Members**

The eligible voters shall be members of Associate House of Official Representatives (AHOR) of each states/ UT.

For each 100 Associate TNAI members there shall be one AHOR and their one vote shall be counted with value of 100 votes. The Associate HOR shall be selected by the respective branch as per the criteria given on Section D (Selection of AHOR)

**The AHOR will cast vote only for the National Secretary- LHV and ANM**

**V. Members Not Eligible to Vote**

- i. Full time Nursing officers appointed in the National Office of TNAI
- ii. National Returning Officer and
- iii. National Election Committee Members

**VI. Selection of House of Official Representatives (HOR)**

**A. Eligibility- TNAI HOR:**

The HOR shall be a Life Member of TNAI who is actively involved in TNAI activities.

**a) Procedure for selection of HOR:**

- i. Information regarding the total number of HOR for each state/UT shall be provided by the Secretary General at least SIX months prior to the National election.
- ii. Number of HOR for each state/UT branches shall be calculated on the basis of Membership status as on March 31 of the election year.
- iii. To have proper representation, the HOR shall be selected from different regions of the state viz. City, Districts, and Institutions (inclusive of Education, Service and Public Health Nursing). ***In any case, not more than 20% of HOR or AHOR shall not be from one institution. HOR and AHOR lists shall be prepared with their both residential and official address (with designation).***
- iv. Aforesaid information regarding selection of HOR shall be widely published by the Branch President and Secretary through State branch website, circular letters, emails and personal communication to Zones, Districts, City, Institutions (inclusive of Education, Service and Public Health Nursing).
- v. A special General Body meeting of the State/ UT branch shall be convened to select the HOR of the branch. An intimation in this regard shall be given with a minimum two weeks' notice period indicating the venue, date and time. The list of HOR shall be prepared with additional 50% as waiting list.
- vi. The list of HOR shall be prepared with Name, TNAI number, Date of Birth, Address with pin code, Phone number and Email ID with both official and residential address and designation as per the Performa given by TNAI Headquarters.
- vii. The approved final list along with waiting list shall be signed by the State branch President and Secretary and sent to TNAI headquarters **THREE** months prior to the date of the National election, which is notified by the Headquarters.
- viii. Any substitution or changes in the final list of HOR must be confirmed 3 days before the election, i.e., 72 hours before

the commencement of the polling. Replacement can be made only from the waiting list. Written information with the signature of the President and Secretary of the State/UT branch will be required for the acceptance onto the final list.

## **B. Eligibility- AHOR:**

The Associate TNAI HOR shall be an Associate Life Member of TNAI who is actively involved in TNAI activities.

### **a. Procedure for selection of AHOR:**

- i.** Information regarding the total number of AHOR for each state/UT shall be provided by the Secretary-General at least SIX months before the National election.
- ii.** The number of AHOR for each state/UT branches shall be calculated on the basis of Membership status as on March 31 of the election year.
- iii.** To have proper representation, the AHOR shall be selected from different regions of the state viz. City, Districts.
- iv.** Aforesaid information regarding selection of AHOR shall be widely published by the Branch President and Secretary through State branch website, circular letters, emails and personal communication to Zones, City, and Districts.
- v.** A special General Body meeting of the State/ UT branch shall be convened to select the AHOR of the branch along with the TNAI HOR. An intimation in this regard shall be given with a minimum two weeks' notice period indicating the venue, date and time. The list of AHOR shall be prepared with additional 50% as waiting list.
- vi.** The list of AHOR shall be prepared with Name, TNAI number, Date of Birth, Address with pin code, Phone number, and Email ID as per the Performa given by TNAI Headquarters.
- vii.** The approved final list along with the waiting list shall be signed by the State branch President, Secretary, and representative for ANM/LHV of the State branch and sent to TNAI headquarters **THREE** months prior to the date of the National election, which is notified by the Headquarters.



- viii. Any substitution or changes in the final list of AHOR must be confirmed 3 days before the election, i.e., 72 hours before the commencement of the polling. Replacement can be made only from the waiting list. Written information with the signature of the President and Secretary of the State/UT branch will be required for the acceptance onto the final list.

## VII. Election Committee

The Election Committee shall be appointed by the National Council of TNAI. It shall consist of a National Returning Officer (RO), four election committee members, the Secretary-General, the Deputy Secretary General, and Assistant Secretary-General (s) TNAI.

### a) Eligibility:

- (i) The RO shall be a life member of TNAI for a **minimum 15 years** and the four election committee members with TNAI membership for a **minimum of 10 years**.
- (ii) The National RO and the election committee members shall be from the place where the TNAI headquarters is located.
- (iii) The RO as well as the election committee members shall not be from the existing elected National Officers, National EC, or National Council of TNAI.

## VIII. Election Procedure

- i. For timely conduct of the election, the election process shall begin **ONE year before the expiry of the term** of the existing office.
- ii. Election venue and month shall be decided during the National Council meeting of TNAI.
- iii. The National Returning Officer shall be the Chairperson of the Election Committee.
- iv. The National Returning Officer shall organize the meeting of Election Committee members to delegate the responsibility of the election process.
- v. National Returning Officer and Election Committee members shall ensure confidentiality of the entire election process.
- vi. All correspondence about the elections shall be routed through the National Returning Officer.

- vii. The National Headquarters of TNAI shall prepare the eligible candidate list for the National President and Vice Presidents, National Treasurer, and National Secretary for ANM and LHV two months before the date of the election.
- viii. The National Returning Officer and Election committee shall ensure the eligibility of candidates as per the criteria on Eligibility criteria for national office bearers.
- ix. The list of tentative eligible candidates shall be published in the TNAI Bulletin and Website **SIX** months prior to the election.
- x. The final list of eligible candidates will be published in the TNAI's News Bulletin and website **FOUR** months before the election along with election notification.
- xi. An election notification with date of each stage of election and the nomination form shall be published through the TNAI Bulletin and Website **FOUR** months before the HOR meeting for the election of the National Office Bearers.
- xii. The nomination form duly **filled and completed by the candidate along with a deposit of Rs. 5000** i.e. complete address with pin code and TNAI number of the candidate along with the consent and declaration duly signed. The nomination form shall be proposed and seconded by the eligible TNAI member with minimum 05 Years of membership on or before the submission of the list of HOR/ AHOR and as indicated in the election notification.
- xiii. The nomination form submitted shall be supported by a self-attested photocopy of the TNAI life membership photo ID card of the contestant, proposer, and seconder.
- xiv. The details of the contestant, proposer and seconder such as name, photograph and signature mentioned in the nomination sheet shall match with the records of TNAI membership system to consider as accepted nomination.
- xv. It is the duty of RO and national office to verify the name, TNAI number, membership status and signature of the candidate, proposer and seconder with records available in TNAI office
- xvi. The contestant can submit any number of nominations for the various offices in the TNAI National Election.

- xvii. In case of more than one nomination for the same office, the proposer and seconder shall not be the same.
- xviii. The proposer and the seconder can nominate only one person for a particular office. In case a proposer and the seconder proposed or seconded for more than one candidate, the earliest application received to TNAI Hqrs will be considered as valid.
- xix. One candidate can contest for one post only.** In case of nomination for more than one Office/s, S/he shall confirm in writing Her/ His choice of post and withdraw the nomination for the other office/s before the last date for withdrawal of nomination (as shown in election notification).
- xx. The completed Nomination form shall be sent to the TNAI National headquarters in New Delhi and addressed to the National RO to reach on or before the last date of filing the nomination as shown in the election notification.
- xxi. There shall be a gap of minimum of 6 weeks (42 days) between the date of notification and the last date for submission of the nomination form to TNAI Headquarters.
- xxii. The National Returning Officer shall update the details of the nomination(s) received for each post on the National Website of TNAI on a weekly basis.
- xxiii. After the closing date, the Election Committee shall conduct a detailed scrutiny of all the valid nominations and published on the website and entered in a register and shall be kept date-wise and serial-wise under lock & key.
- xxiv. The list of accepted nominations shall be published in the website on the date mentioned in the election notification and shall be published in the TNAI Bulletin at least 6 weeks before the proposed date of election.
- xxv. In case of only one valid nomination for an office, it **shall be declared as elected** during the process of detailed scrutiny to finalize the list of valid nominations. However the handing/taking over of the charge will be done only after the completion of the term of the existing National officers and culmination of scheduled National Conference of the Association.
- xxvi. The minutes of this scrutiny meeting shall be recorded and duly signed by the National Returning Officer and the election

- committee members.
- xxvii. Based on the valid nominations, a model Ballot Paper shall be prepared by the National Returning Officer at least one month before the date of election.
- xxviii. The Provisional list of the contestants prepared by the Election Committee and a brief bio-data of the nominees shall be published in the TNAI Bulletin, and TNAI website one month prior to the date of the election.
- xxvix. All valid nominations for the National President and Vice Presidents shall be included in the Provisional Ballot Paper/ Electronic voting device and published in the TNAI bulletin and TNAI website. The order of the names in the nomination sheet shall be as per the **alphabetic order of the names** of the candidates.
- xxx. For other offices the names of three members having the highest number of nominations shall be included in the Provisional Ballot Paper/ Electronic voting device.
- xxxi. Any candidate who wishes to withdraw her/his name from the list of contestants shall do so by giving in writing/ email to the National Returning Officer on or before the date mentioned in the election notification. The name of such a candidate shall not appear in the Final Ballot Paper.
- xxxii. No nominations shall be filed after the last date notified for submitting the nominations **even if a post is vacant due to lack of valid nominations/ no nomination received.**
- xxxiii. The Returning Officer along with the election committee members shall ensure the availability of all items needed for the election. A checklist of all items required for election procedure and counting of votes shall be prepared and made available by the TNAI Headquarters.
- xxxiv. Returning Officer and the election committee members shall inspect the venue and its arrangements before the date of election.
- xxxv. The State-wise HOR and AHOR List prepared by the TNAI Headquarters and signed by the National RO and the Secretary General, shall be available at the entrance of the election hall and with each Polling Officer.
- xxxvi. The RO shall send a copy of the HOR and AHOR list to the contestants atleast 30 days prior to the National election. The

- contestants has to submit a request to the National RO for the same.
- xxxvii. At the time of election the Returning Officer shall appoint the required number of polling officers, tellers, and supervisors for election.
- xxxviii. Each contestant shall nominate one representative to witness the entire election process (Polling and counting). The name of the representative in the prescribed form shall be submitted to the National RO before 5 pm on the previous day of polling.
- xxxvix. The empty ballot boxes/ electronic voting device(s) shall be inspected by the RO, election committee members, polling officers, tellers, supervisors and representatives in a prescribed consent form. In case of electronic voting the voting procedure shall be modified by certifying the blank screen of the voting machines (votes scored-“0”)
- xl. The ballot boxes/ electronic voting device(s) then be locked/ password locked and sealed/or made ready for voting by National RO in the presence of election committee members, polling officers, tellers, supervisors and representatives of the contestants before placing these in different polling booths (01 booth each for 150 HOR's and 100 AHOR's and 01 booth for all National EC, National Council and contestants).
- xli. The Returning Officer and election committee members shall ensure that no canvassing is done on the day of election.
- xlii. Returning Officer ensure adequate Security guards posted in and around the polling booth to ensure smooth conduct of election.
- xliii. If the Returning Officer not being physically present on the day of elections, the National President may nominate one of the election committee Member to officiate as the Returning Officer and such member shall have the custody of the keys of the Ballot Boxes/ password of the electronic voting machine.
- xliv. The Returning Officer and the election committee members shall keep all the minutes pertaining to the election process from the beginning till the end of the election.
- xlv. Ensure that the Local Police Station is informed regarding the election by the hosting Branch

## **X. Section G: Instruction to the voters:**

- (i) No canvassing shall be permitted on the day of the election.
- (ii) No electronic gadgets (Mobile phone, camera) are permitted to be used during the voting and counting procedure except by the Returning Officer within premises till the election and counting is over
- (iii) No person other than the voters shall be permitted within the area of the polling booth.
- (iv) All voters should queue up at the polling station.
- (v) Each voter should show their **TNAI Photo Identity Life Membership card to cast** their vote. (Members who do not have the **TNAI Photo Identity Life Membership card** shall apply for the Photo Identity card Two months before the date of Election)
- (vi) Putting the seal in improper space, over-stamping and any writing on the ballot paper shall be treated as invalid vote.
- (vii) After casting the vote, the voter shall leave the hall quietly and participate in the ongoing HOR and AHOR meetings.
- (viii) Any in disciplinary act created in and around the venue of the election or disturbance to the election by the voters/contestants/representatives of the contestants shall be strictly dealt by the returning officer. In such cases, the National RO has the power to take the decisions for disqualifying the person from casting her/his vote.
- (ix) In case of serious violations, the RO shall submit a written report to the National Council through the National President to take further disciplinary action.

## **XI. Voting Procedure**

- i. Make separate counter and queue for each group of 150 HOR and 100 AHOR or part thereof.
- ii. Make separate counters and queues for the National Executives, National Council including National Ex officio, National Co-opted members, and Contestants to cast the vote.
- iii. The voters will queue up at the polling counters and shall indicate their names and show their **Photo Identity Life Membership Card of TNAI** before entering the hall.

- iv. The polling officers will check the **Photo Identity Life Membership Card of TNAI**, with the Name and Membership Number of the eligible voter from the voters' list, and score off the names of voters in red ink.
- v. In case of any doubt of validity of photo/name it shall be checked with government ID cards like Aadhar/ Election Voter ID.
- vi. The voters will also sign against their name in the eligible voters' list
- vii. The polling officer shall put an identity mark with indelible ink on the left-hand forefinger of the voter.
- viii. The polling officer shall issue the ballot papers in different colors for the various offices to the voters. For the office of the National President the ballot paper shall be **White** color, **Pink** for National Vice Presidents, **Blue** for National Treasurer and **Green** for Hony. Secretary LHV and ANM. In case of electronic voting the screen or background color will be different for each post.
- ix. Ask the concerned officials to fold the ballot paper longitudinally and give to the voter before handing over it to the voter.
- x. Instruct the voter to fold it longitudinally only after casting the vote and deposit it in the ballot box.
- xi. In the case of the electronic voting machine, the voter can ensure that his vote is added to the total polled votes by checking display on the indicator board before and after casting the vote.

## **XII. Counting procedure:**

- i. Immediately after the polling is over, the Ballot Boxes shall be opened by the Returning Officer in the presence of the election committee members, polling officers, tellers, supervisors, and representatives of contestants.
- ii. HOR Boxes shall be opened first, second AHOR, third National EC/ Council/ and the contestants.
- iii. Count all the valid and invalid ballot papers and keep an account of it.
- iv. Each member present shall keep a separate count of votes.
- v. As each ballot paper is accounted for, it shall be scored off by the Election Committee Members.

- vi. After counting the votes for each office, the number may be tallied by RO and kept separately.
- vii. After the counting of HOR votes, Count the AHOR, National EC, National Council Members, and the Contestants Ballot Box.
- viii. After all votes have been counted, tallied, and recorded on a separate paper, the valid and invalid ballot papers shall be kept in separate cloth bags and labeled and sealed in the presence of all the officers present at the counter
- ix. For declaring the result, the National Returning Officer shall multiply the total number of all HOR votes into 500 (eg: Number of HOR votes X 500), AHOR as 100 (eg: Number of AHOR X 100), and National EC and National Council including National Ex officio and National Co-opted Members and contestants each vote shall be counted as 1 (ONE) each. Then, both the numbers shall be totaled up and the result sheet shall be prepared by the Election Committee members.
- x. The result sheet shall be signed by returning officer, election committee members, and all officers involved in the voting and counting procedure and also by the representatives of the contestants. The representatives are allowed to leave the hall only after signing the result sheet.

Incase of electronic voting machine the votes from each machine shall be tallied and totaled with details of valid votes, invalid votes etc.

### **XIII. Election Result**

- i. The National Returning Officer and Election Committee Members declare the results.
- ii. The contestant getting the highest vote shall be declared as elected to the concerned office by the Returning officer after reading out the score secured by each candidate.
- iii. In case of tie in any of the National offices the Existing National President TNAI has a right to cast one additional vote or She/He can recommend a draw of lot.
- iv. The election result shall be announced by the Returning Officer immediately after the counting is over.



- v. The Returning Officer shall submit a copy of the election result to the Existing National President. The Existing National President and Secretary General shall endorse by affixing their signature stating that the election held as per the election procedure and results were declared in the presence of all concerned.
- vi. The election deposit of Rs. 5000 will be returned within 30 days of the election to all the contestants who received 5% or more of the total votes polled.
- vii. Newly elected national office bearers will execute the functions of the respective offices after 30 days of the declaration of the election result. Meanwhile, for any deliberation or any other official meetings, the existing office bearers will represent.
- viii. If no disputes arise after 30 days of the election, the Secretary-General in consultation with Former and Newly Elected National Presidents can organize a meeting at TNAI Headquarters for the handing over the responsibilities. Existing and newly elected office-bearers shall be invited for the official handing over of the offices.
- ix. The ballot papers shall be destroyed only after 45 days of the election if there are no disputes.

#### **XIV. Election Dispute**

- i. In case of any dispute the contestant can notify the matter to RO and the Secretary-General within 15 days of the declaration of election result.
- ii. All matters shall be settled by a dispute committee consisting of the Existing President, Two Senior Vice-Presidents (Existing), the Secretary-General, and the Returning officer, within 15 days after the last date for submission of the dispute. The decision of this Committee shall be final and binding.
- iii. The decision of the committee shall be informed to the candidates within 15 days after the committee is formed and taken the decision.
- iv. However, if the candidate is still aggrieved about the decision of the dispute committee She/he may appeal against the decision to the National Executive Committee through Secretary General, within 07 days from the date of issue of the decision. The Existing

National President shall call a Special Meeting of the Executive Committee for further course of action with a period of 30 days from the receipt of the complaint/dispute.

- v. A member who has not followed this procedure shall not be entitled to take the matter to a court. If any legal dispute still exists, shall be filed in a court where the TNAI National Headquarters is located.
- vi. A member who has not followed the above procedure shall face disciplinary action taken by TNAI as described in concerned sections of the Bye law

## **ARTICLE III**

### **TNAI State/ UT Branches**

#### **TITLE: The Trained Nurses' Association of India- State/ UT Branches**

#### **Constitution of State/ UT Branches:**

On request from the state/ UT members of TNAI, the council shall constitute the branches of association with the following terms and conditions

#### **Terms and Conditions**

- i. The minimum number of TNAI members to constitute a branch is 250.
- ii. The TNAI members shall be residents of the same state by working or domicile. In case of change of residence for a period of more than a year, the member shall have an option for changing her/his membership to the place of residence after informing the Headquarters by writing and the former and latter state branches. The TNAI members have to submit the proof of residence/ employment to transfer the membership to another State/ UT branch.

#### **Procedure to start a new State/ UT/ Branch:**

- 1. The National office needs to identify the state/UT who has no TNAI branch and has more than 250 TNAI members.
- 2. The Secretary General shall bring as an agenda item to the forthcoming National Executive Committee meeting after getting

approval from the National President TNAI.

3. As per the decision of the national EC the national office can establish the branch/UT by initiating the election process to form the branch.

**Jurisdiction:**

- i. The State/ UT branches shall have jurisdiction over the area as defined by the Council of TNAI
- ii. A State/ UT branch shall function under the jurisdiction of another state branch as decided by the Council of TNAI in special circumstances.

**Management of the TNAI State/ UT branch**

The management of the State/UT branch shall be vested with the executive committee of the branch. The executive committee shall act in cognizance with the objectives and byelaws of TNAI as approved by TNAI National Council. Any decision taken by branch executive committee shall be valid only if it adheres to the provisions of the National byelaw of TNAI and is passed by majority of the executive committee members present in the meeting. In case of major decisions like taking a legal course of action, agitation against state/UT government or supporting an agitation etc concurrence from National Executive committee/ TNAI National core committee is mandatory.

**Section A: Composition of the State Executive/ UT Branch**

The State/ UT branch comprises of the elected and co-opted members as follows:

- I. State President
- II. State Vice-President
- III. State Secretary
- IV. State Joint Secretary
- V. State Treasurer
- VI. State SNAI Advisor (Teaching faculty only eligible)
- VII. Chairperson – Nursing Education and Research Section.

- VIII. Chairperson - Programme Committee
- IX. Chairperson - Membership Committee
- X. Chairperson - Public Health Nursing Section (Public Health Nursing Personnel only eligible)
- XI. Chairperson- Nursing Service Section (Hospital/ Clinical Nursing Personnel only eligible)
- XII. Chairperson - Socio-Economic Welfare Committee

### **Ex-Officio Members**

- I. Chairperson/ Secretary of Student Nurses Association of India of the State/ UT Branch.
- II. Immediate past President and Secretary (Ex officio).
- III. Chairperson - LHV/ ANM, State Branch (Only LHV/ANM personnel eligible)
- IV. Highest nursing officer from the state/nursing service/education/
- V. Registrar, Nurses & Midwife Registration Council
- VI. **Co-opted members:**

Branch can nominate 2-3 senior Nursing personnel who have 15 years of membership and preferably served as office bearers at National/State level. The age for the Co- opted members should be below 66 years at the time of nomination.

*Note: The chairperson of committee listed at VI, VII, X, XI, XIII, and XV should be elected from their respective fields.*

### **Section B: Duties / Functions of the Office Bearers of State/ UT Branch**

#### **I. State President**

Shall be responsible for/ to

- i. Overall administration of State/ UT TNAI establishment.
- ii. Planning implementation, frequent monitoring of the progress, evaluation and Strategic Planning for improvement as and when required
- iii. The State President shall be chairperson of all the committees.

- iv. Preside over all the meetings.
- v. Approve the agenda of all the meetings and the minutes of all the meetings.
- vi. Timely conduction of all the meetings.
- vii. Initiation of new programme/scheme/ project etc. to fulfill the objectives of TNAI and implementation of all policies after getting the approval from National EC (to be debated)
- viii. Organization of Annual or Biennial State/ UT Conference.
- ix. Timely conduct of State elections.
- x. Facilitate and ensure that the decision and policies of the National TNAI Headquarters and that of the State/ UT branch are implemented.
- xi. Intimate in writing well in advance to the State Secretary and State Vice President and the National Office whenever s/he is out of station and delegate the power to the Secretary during her/his absence.
- xii. Verify and maintenance of the State/ UT branch accounts
- xiii. Address the issues of the members and negotiate with the concerned authorities.
- xiv. Conveying the National EC and Council decisions to the State/ UT branch.
- xv. The State President TNAI shall be the representative of TNAI in the State Nursing Registration Council and similar statutory bodies.

## **II. State Vice- President**

Shall be responsible for/ to

- i. Assist the President in all activities of State TNAI.
- ii. Attend all the EC and Subcommittee meetings.
- iii. Attend all the State Conferences & General Body meetings in her State/ UT.
- iv. Exercise all the rights in the absence of President as assigned by the Executive Committee.
- v. Address the issues of the members and negotiate with the authorities in consultation with President of State/ UT.

- vi. Any other responsibilities as assigned by the State/ UT branch President.

### **III. State Secretary**

Shall be responsible for/ to

- i. Coordinate with State/ UT President on administration of State/ UT TNAI establishment
- ii. Exercise all the rights in the absence of President as assigned by the Executive Committee.
- iii. Work as the Executive Officer of the State/ UT Branch to carry out all the resolutions and other decisions taken by the Executive/ General Body Meeting from time to time.
- iv. Responsible for organizing of all the meetings including preparing agenda, meeting, attendance of the EC members, minutes and sending it to the members after the approval of State/ UT President.
- v. Should submit Biennial Report on Branch activities to the Secretary-General, TNAI, at least two months prior to the HOR Meeting.
- vi. Responsible for all the movable and immovable assets of TNAI in State/ UT.
- vii. Member Secretary for all the committees.
- viii. Responsible for the safe custody of inventory of all the records and reports of the association of the State/ UT of TNAI.
- ix. Responsible for the organization of State/ UT Biennial Conference along with the President of the State/ UT branch.
- x. Work along with Treasurer for preparing Budget, Balance Sheet etc.
- xi. Responsible for all the transactions in State/ UT TNAI establishment and one of the signatory and proper utilization of finance.
- xii. Perform the duties usually pertaining to the office which shall include the maintenance of all branch records, convening regular meetings.
- xiii. Responsible for the timely initiation of state branch elections.
- xiv. Establish a good co-ordination with TNAI Headquarters, Govt. Non-Govt. agencies for the fulfillment of the association's objectives.

- xv. Address the issues of the members and negotiate with the concerned authorities of respective state.
- xvi. Inform regarding the State TNAI and SNAI conferences to TNAI Headquarters and the Regional Vice President.
- xvii. Any other responsibilities as assigned by the branch President.

#### **IV. State Joint Secretary**

Shall be responsible for/ to

- vii. Assist the Secretary in all activities of State TNAI.
- viii. Attend all the EC and Subcommittee meetings.
- ix. Attend all the State Conferences & General Body meetings in her State/ UT.
- x. Exercise all the rights in the absence of Secretary as assigned by the Executive Committee.
- xi. Address the issues of the members and negotiate with the authorities in consultation with Secretary of State/ UT.
- xii. Any other responsibilities as assigned by the State/ UT branch Secretary.

#### **V. State Treasurer**

Shall be responsible for/ to

- i. Proper utilization of Finance.
- ii. Proper maintenance of accounts.
- iii. Conduct the financial affairs of the Branch, prepare and submit audited Balance Sheet to the TNAI Headquarters not later than September 30, every year.
- iv. Apply for the yearly grant from TNAI through the President/ Secretary of the State/ UT Branch.
- v. Handle and keep accounts of the branch finances and TNAI grant.
- vi. Initiate action to raise funds for TNAI.
- vii. The Branch account shall be operated jointly by the Branch Secretary and Treasurer, or by the Branch President and Treasurer. In case of the post of Treasurer is vacant, the account shall be handled by the Branch President and the Secretary.

- viii. Keep all the records ready for the auditing by the TNAI headquarters committee.
- ix. Any other functions as assigned by the branch President and Secretary.

## **VI. State SNAI Advisor:**

Shall be responsible for/ to

- i. Advise SNAI unit office bearers to organize SNAI activities.
- ii. Coordinate the activities of State/ UT as well as the National level.
- iii. Plan activities for the SNAI in coordination with the regional Vice President and State/ UT EC members.
- iv. Inform about all SNAI activities to the units of their State/ UT branch well in time.
- v. Be a liaison officer between their respective State/ UT branch/Unit and to the TNAI Headquarters.
- vi. Help the SNAI office bearers to organize Students' conference in the State/ UT and to attend such conference at national level.
- vii. Attend all the National SNAI office bearers meet.
- viii. Help the students to fulfill the objectives of the Association and implement decisions made at the SNAI General Committee meetings and conferences.
- ix. Assist in the enrolment of student nurses to the SNAI and the formation of SNAI unit in every Nursing Institute.
- x. Ensure that the benefits of the welfare schemes of TNAI are availed by the SNAI members.
- xi. Help student nurses to realize the importance of becoming life members of TNAI on completion of their training.
- xii. Motivate units to maintain the SNAI unit diary and submit to the state branch.
- xiii. Evaluate the unit SNAI diaries and forward the selected diaries to the TNAI Headquarters.
- xiv. Prepare, submit and present the report of SNAI activities of their State/ UT during the biennial conferences at State/ UT and National



level.

- xv. Any other functions as assigned by the branch President and Secretary.

## **VII. Chairperson Nursing Education & Research Section State Branch**

Shall be responsible for/ to

- i. Submit research proposal to the President of the TNAI State/ UT branch on relevant and emerging issues.
- ii. Initiate and motivate research studies, inquiries/ surveys on issues and which will be referred to it by the EC of State/ UT.
- iii. Coordinate the CPD programs with the State/ UT Branch President/ Secretaries.
- iv. Conduct and complete in all respects research projects within the specified period.
- v. Scrutinize requests for grants for research studies, inquiries/surveys and make appropriate recommendations to the EC of State/ UT.
- vi. Prepare reports and submit to National TNAI through the State/ UT branch.
- vii. Any other functions as assigned by the branch President and Secretary.

## **VIII. Chairperson, Programme Committee State Branch:**

Shall be responsible for/ to

- i. Responsible for initiating, planning and executing the programmes or activities of the Branch such as educational, professional, recreational, fund raising etc.
- ii. Prepare the reports of the programs conducted and submit to the Secretary of State/ UT branch.
- iii. Work in collaboration with inter and intra state SNA branches and with various government and nongovernmental organizations.
- iv. Any other functions as assigned by the branch President and Secretary.

### **IX. Chairperson, Membership Committee State Branch:**

Shall be responsible for/ to

- i. Motivating and enrolling new members to TNAI fold.
- ii. Prepare the reports of the membership enrolled during EC meetings.
- iii. Responsible in forming the TNAI unit in every institute/ hospitals.
- iv. Any other functions as assigned by the branch President and Secretary.

### **X. Chairperson, Public Health Nursing Section, State Branch**

Shall be responsible for/ to

- i. Initiate and maintain interest in professional activities among PHN in coordination with the President and Secretary of the State/ UT branch.
- ii. Enroll new members.
- iii. Organize workshops and conference from time to time to update the knowledge and skills of PHN/ LHV/ ANM.
- iv. Identify and refer areas where research is required to nursing research section of the State/ UT branch of TNAI.
- v. Facilitate resolution of issues concerning members related to their working place.
- vi. Mobilize members to utilize the benefits of the health/ other related schemes.
- vii. Enable members to achieve a level of economic recognition that commensurate with their contribution to the society.
- viii. Prepare reports and submit to National TNAI through the State/ UT branch.
- ix. Any other functions as assigned by the branch President and Secretary.

### **XI. Chairperson, Nursing Service Section State Branch**

Shall be responsible for/ to

- i. Coordinate with State/UT Branch President and Secretary in all the activities pertaining to the Nursing Service Section.
- ii. Coordinate with the heads of the nursing service section in the State/ UT.
- iii. Maintain constant communication with the heads and the nurses at all levels and arrange various activities like CNE, Socio-Cultural activities.
- iv. Ensure that the benefits of the welfare schemes of TNAI are availed by the SNA members.
- v. Know about the State/ UT government rules for recruitment.
- vi. Identify and refer areas where research is required to nursing research section of the State/ UT branch of TNAI.
- vii. Keep a continuous watch on the working conditions of the members and negotiate with authorities through TNAI State/UT branch President and Secretary when so required.

## **XII. Chairperson, Socio Economic Welfare Committee State Branch**

Shall be responsible for/ to

- i. Keep a continued watch on salaries and working conditions of Nurses and recommend any action by State/ UT EC as necessary.
- ii. Study and collect the salary structure/ nomenclature/allowances/ cadre/ qualification of various institutions i.e., Private, Public, Autonomous and send to TNAI Headquarters.
- iii. Coordinate the Nurses Welfare programs with the State/ UT Branch President/ Secretaries.
- iv. Suggest viable programmes that will enable Nurses to achieve a level of economic recognition that is commensurate with their contribution to society.
- v. Coordinate with the President and Secretary of State/ UT to prepare and submit proposal for CNE grant from National TNAI.
- vi. Prepare reports and submit to National TNAI through the State/ UT branch

- vii. Any other functions as assigned by the branch President and Secretary.

### **XIII. Chairperson/Secretary of student Nurses Association of India of the State/UT Branch**

Refer SNAI bye- laws

### **XIV. Immediate past State/ UT President (Ex officio)**

She/he shall act as an advisor to the management of TNAI State/ UT branch as and when required.

### **XV. Representatives of HVL/ ANM State Branch**

Shall be responsible for/ to

- i. Initiate and maintain interest in professional activities among LHV/ ANM in coordination with the President and Secretary of the State/ UT branch.
- ii. Make efforts to enroll new members.
- iii. Consider trends and problems in the community health nursing supervision services and suggest viable solutions.
- iv. Organize workshops and conference from time to time to update the knowledge and skill in supervision activities of the members about the current trends in the community health services.
- v. Identify areas where research is required for improving standards of community health services and refer these to the nursing research section of the State/ UT branch of TNAI.
- vi. Keep a continuous watch on salaries and working conditions of the members and negotiate with authorities through TNAI state branch, when so required.
- vii. Collect report from the different districts/zones and submit a summarized annual report to the secretary of the state branch.
- viii. Any other functions as assigned by the branch President and Secretary.

### **XVI. Highest nursing officer from the state/nursing service/education/**

She/he shall act as an advisor to the management of TNAI State/ UT branch as and when required.

## **XVII. Registrar, Nurses & Midwife Registration Council**

She/he shall act as an advisor to the management of TNAI State/ UT branch as and when required.

## **XVIII. Co-opted members:**

- i. Branch can nominate 2 senior Nursing personnel who have served at national/state level in different capacity.
- \* **The Branch shall ordinarily hold an Annual or Biennial Conference.**

## **SECTION C: Meetings of the State/ UT Branches**

### **I. Rules for Meeting**

#### **a. Chair for the meetings:**

The State/ UT President TNAI shall preside the meetings. In case of her/his absence, the Vice President shall preside over the meetings.

#### **b. Quorum:**

Two-third of the members shall form the quorum for the State Branch Executive Committee meetings. If, however, the quorum is not complete the meeting shall adjourn for half an hour and meet at the same place and transact the business as per agenda even if the quorum is incomplete.

**The EC members are required to attend minimum Seventy-Five percentages of the meetings during their term of four years otherwise they shall not be eligible to contest in the forthcoming elections both in the State and National level.**

If any Executive committee member remains absent for two consecutive Executive committee meetings without prior permission and approval from the Stat/ UT branch President he/she shall cease to be the member of the Executive committee automatically and the information to be shared with the TNAI Headquarters through email/Letter.

The quorum for the General Body Meeting of the Branch shall be the same as above.

**c. Categories of Meetings**

**i. Executive Meetings**

**a. (Ordinary EC Meetings)**

The state/UT EC meetings shall be ordinarily held at least four times in a year (once in three months) out of which one shall be before the Annual General Body Meeting. Notice of every executive meeting shall be issued by the Secretary not less than 15 days before the date of the meeting through email or letter. The agenda shall be prepared by the Secretary in consultation with the President, the agenda and explanatory notes in the final form shall be approved by the President, before being issued to members.

Additional items for the agenda shall be presented by the President. President shall decide which of the items are of sufficient importance to be added to the agenda.

Secretary and Joint Secretary shall write the minutes of the meeting. A copy of the draft minutes of the meeting of EC/ General Body Meeting shall be submitted to the President within 7 days of the meeting, and after being attested by her/him shall be sent to each executive member who were present within 2 weeks of the meeting. The minutes shall be confirmed at the next meeting of the EC/ General Body meeting. If no objection regarding the correctness of the minutes is received within 7 days of the dispatch of minutes.

The EC shall appoint a committee to frame resolutions. This committee shall report at the last session of the EC meeting. One copy of the resolutions shall be given to the President and one copy to the Minutes Secretary. Copies of previous resolutions with cross-references should be made available to the Resolution Committee.

**b. Extra ordinary/ Emergency Meetings**

In case of extra ordinary/emergency situations, special meetings can be called and notice shall be given by email and telephone message at least 24 hours prior to the meeting indicating the agenda. In such cases the copy of the email shall be marked to the National office and the state branch shall take concurrence from the National President. In case of such emergency meeting, facility for virtual joining of the executive members (for those who are not able to attend physically) also shall be ensured by the State/ UT President

or Secretary. Only the emergency agenda shall be discussed in such meetings.

The agenda and explanatory notes in the final form shall be approved by the President, before being issued to members. In case the President or Secretary of the State/UT branch not available, President or Secretary can call a meeting after getting permission in writing from National Office. Such permissions will be given by National Office only in extra ordinary situations after assessing the gravity and importance of the situation as decided by the TNAI National Core Committee. In cases both the President and Secretary of the State/UT Branch not available the National Vice President of the Region can call a State/ UT executive meeting with the permission of the National Core Committee.

**i. General Body Meetings**

The General Body Meetings of the Members of the Association shall be held biennially at such time and place as the State Executive Committee may decide.

**ii. SNA meetings**

Refer SNA bye- laws.

**SECTION D: Malfunctioning and Dissolution of the State/ UT Branches**

**a. Malfunctioning and Dissolution of the State/ UT Branches**

- i. If any particular State/ UT branch is not functioning or acting in a way detrimental and injurious to the philosophy and objectives of TNAI, the National Executive Committee of TNAI through the National President- TNAI, may serve a show cause notice to the said State/ UT Branch.
- ii. The particular State or UT branch will be asked to show cause why the Branch shall not be dissolved.
- iii. After receiving the reply from the Branch concerned and if the reply is not satisfactory as per the TNAI Bye Laws, the National Executive Committee of TNAI, through the National President, may dissolve the concerned Branch and take steps to hold election, as the case may be, under the Constitution of the TNAI.

- iv. The Secretary-General shall initiate action in this regard after the decision of the TNAI National EC/ Council whichever is earlier.
- v. In case the Branch is dissolved or ceases to function, the funds of the Branch shall vest in and be taken over by the TNAI Headquarters through Secretary-General.
- vi. The National President TNAI, shall entrust the affairs of the dissolved Branch to an Ad-hoc Committee nominated by TNAI- National President in consultation with the Core Action Committee.
- vii. The nominated Ad hoc committee shall consist of Regional Vice President as Chairperson and four other members of the Branch. Inclusion of any or few of the dissolved State/UT Branch executive members of the ad hoc committee, is at the discretion of the National office.
- viii. The Ad-hoc Committee shall remain effective for a maximum period of six months from the date of dissolution of the State/UT branch unless the term is extended by the TNAI National Executive Committee in unexpected/ extra ordinary situations.
- ix. The national office will initiate the election at the earliest but not later than 06 months.

**b. Regulations for functioning of Ad hoc committee**

Ad hoc committee is formed only in situations such as the State/UT branch is:

1. Malfunctioning
2. Dissolved by TNAI National Office
3. Disputes amongst the state branch office bearers which adversely affects the functioning of the branch
4. Due to legal issues
5. Not initiating/conducting the election within the prescribed time

**i. Constitution of the Ad hoc committee:**

The Core Action Committee of the National TNAI will form the



committee in consultation with the National Vice President of the Region.

**ii. Members of the Ad hoc committee**

5 members shall constitute the committee.

National Vice President of the Region- Chairperson and the other four members will be decided by the Core Action Committee of the National TNAI.

**iii. Term of the Ad hoc committee:**

The maximum term of the committee shall be 06 months except in rare situations in which the term is extended by the National EC as per the recommendation of the TNAI National Core Action Committee.

**iv. Functions of the Ad hoc Committee:**

The functions of the committee are:

1. Resolving the issues in the state branch
2. Initiate the election if the disputes are not resolved
3. Carrying out the functions of the state/ UT branch
4. Representing the issues of the nurses with the concerned authorities
5. Representing the State TNAI in various forums
6. Communicating the activities and functions of the State/UT branch with TNAI Headquarters.

**v. Decision Making by the Ad hoc Committee**

1. The committee shall ordinarily call meeting of the members at least once a month.
2. Ordinarily no major policy decisions shall be taken by the Ad Hoc committee unless it is approved by the National Core Action Committee.
3. Major decision(s) taken by the Ad hoc committee in emergency situations shall be approved by the majority of the members of the committee and the same has to be communicated to the TNAI Headquarters in writing and a consent from National President of TNAI is mandatory.

4. Any disputes in the decisions of adhoc committee shall be reported timely to the TNAI Headquarters for the further course of action.
- vii. Legal Activities by the Ad hoc Committee**
- Any existing or proposed legal activities shall be communicated promptly to the TNAI Headquarters and Ad Hoc committee can proceed only after obtaining consent from the TNAI National Core Action Committee.
- viii. Financial Matters**
1. With formation of the Ad Hoc committee, the bank account of the State/UT Branch will be frozen by the National Office until the next state executive committee is formed.
  2. The expenditure involved in the functioning of the Ad hoc committee and the activities of the TNAI branch will be met by the TNAI National Headquarters on submission of accounts, which will be deducted from the annual grants of the State/UT Branch.  
  
Any emergency payment required in connection with any statutory fees/legal charges etc will be paid by the TNAI Headquarters which will be deducted from the annual grants of the State/UT Branch.

## **SECTION E: Disciplinary Actions**

- a. Disciplinary Action against State Executive Member(s)**
- i. Any disciplinary act of TNAI State Executive member or complaint against EC member shall be initially taken up at the State/UT branch EC level.
  - ii. The chairperson for the executive committee shall be the State/ UT President, unless the complaint is against the State/ UT President. In such cases, State Vice President shall chair the executive committee.
  - iii. The State Executive Committee shall first seek explanation from the member by a memo.
  - iv. On receipt of the reply to memo State EC may discuss and decide on the future course of action.

- v. If necessary, State EC may constitute a Committee consisting of 3 TNAI Life members for detailed enquiry and submit the report to the State/ UT on the matter.
  - vi. The State EC shall discuss the matter and if the 2/3 majority decide that disciplinary action is required, the report shall be forwarded to TNAI Headquarters and address to the National President for further action.
  - vii. The National EC shall discuss the matter and if the 2/3 majority decide that disciplinary action is required the State EC member can be kept in suspension till the next National Council in which the matter is discussed and a final decision is taken by National Council. In any case suspension period shall not exceed a period of more than '01' Year.
  - viii. The National Council after proper assessment may take action which may include:
    - (i) Suspension from post in State/ UT EC (For a specific period of not more than one year)
    - (ii) Expulsion from post in State/ UT EC
    - (iii) Suspension from TNAI membership (Period will be decided by the National EC/ Council).
    - (iv) Termination of TNAI membership.
- b. Disciplinary Action against State Executive Member(s) holding office positions in parallel organizations:**
- The members holding office positions in TNAI shall not hold office positions in parallel Nursing Organizations and vice versa. For acquiring the new post, the members will have to relinquish the former post and vice versa before taking the charge of State TNAI office. The accepted resignation letter from the head of the parallel organization shall be submitted to TNAI headquarters through the respective TNAI State/UT Branch
- ix. The issue of any State Executive member or EC member holding office positions in parallel organization(s) shall be initially taken up at the State/UT branch EC level.
  - x. The chairperson for the executive committee shall be the State/ UT President, unless the complaint is against the State/ UT President.

In such cases, State Vice President shall chair the executive committee.

- xi. The State Executive Committee shall first seek explanation from the member by sending an email or letter seeking clarification on holding the post in parallel organization(s).
- xii. On receipt of the reply to the email or written communication State EC may discuss and decide on the future course of action.
- xiii. The State Branch shall send a show cause notice to the Executive Member if he/she is not relinquishing the post from the parallel organization.
- xiv. The member shall be suspended with the permission of the State Branch if he/she is not relinquishing the post from the parallel organization even after the show cause notice.
- xv. The state branch shall take further course of action with intimation to TNAI Headquarters if the Executive member is not relinquishing the post even after the suspension. The action which may include:
  - (i) Expulsion from post in State/ UT EC
  - (ii) Suspension from TNAI membership (Period will be decided by the State Branch EC)
  - (iii) Termination of TNAI membership by the National Headquarters after the State Branch report.

**c. Disciplinary Action against TNAI Life Member:**

- i. Report/Complaint against any life member who acts against the association's interest or direction from National or State EC shall be subjected to disciplinary action by the TNAI National EC.
- ii. Steps like issue of memo and if necessary an internal enquiry shall be conducted by State EC and a report shall be submitted to National Office and address to the National President along with complaint and recommendation by State EC if any.

Further action will be decided by National EC as discussed below.

- iii. If any particular TNAI member is functioning in a way detrimental and injurious to the philosophy, objectives of

National TNAI, the Executive Committee of the National TNAI through the National President- TNAI, may serve a show cause notice to the said TNAI members.

- iv. The particular member may call upon her/him, to show cause why the TNAI member may not be suspended or may not be removed from the rolls of membership.
- v. After receiving the reply from the member concerned and if not satisfactory as per the TNAI Bye Laws, the National Executive Committee of TNAI, through the National President, may suspend/ terminate the concerned member(s) as the case may be, under the Constitution of the TNAI.

## **SECTION F: State Branch Election**

### **I. Common Eligibility Criteria for the State/ UT Branch office Bearers**

- i. Any candidate filing nomination for State/ UT Offices shall have completed a minimum of **05 years** of membership in TNAI.
- ii. Age: Shall not have completed **66 Years as of 1st of January** of the calendar year in which the election is notified.
- iii. Any member holding the highest nursing position (Education/ Service) in the State (Government/ Regulatory/ Statutory bodies) is not eligible to contest for the State/ UT Offices of TNAI.
- iv. Any member who has previously held/ served the national office(s) positions in TNAI shall not contest State/ UT offices.
- v. No TNAI member shall be in the State Executive Committee for more than 20 years. Out of these 20 years, the maximum period for holding the post of President/ Secretary of the branch is up to a maximum of 16 years.
- vi. For those members getting coopted to the state EC, this 20-year period is not restrictive as they do not have voting rights and/or executive powers. Coopted members serve state EC only in advisory capacity.

- vii. Any TNAI member who held 2 consecutive terms (08yrs) as President or Secretary or both the positions in 4 years consecutive term each (total 08 years) as President or secretary shall have a break of a minimum 4 years to contest the post of President or Secretary in the State Branch.
- viii. The current/ previous President or Secretary of the branch shall not contest any other executive positions in the State/ UT ie, TNAI members who held the post of President or Secretary of the State/UT branch can contest only for the post of President/ Secretary in the future term subjected to the conditions in the clause number v and vii.
- ix. In any case a TNAI member can have a maximum of 16 years as President or Secretary in the State Branch. This is to ensure that no TNAI members shall exceed 16 years term in the National Council.

**II. Eligibility for contesting in the various offices of State/UT:**

**(i) State/ UT President:**

Any life member of TNAI working and residing in the State/ UT branch and who served one term (04 Years) as a State executive member at any time in the State/UT is eligible to contest for the post of President of the State/UT Branch.

**(ii) State/ UT Secretary:**

- a. Any life member of TNAI working and residing in the State/UT branch and who served as State executive for one term (04 Years) at any time in the State/UT is eligible to contest for the post of Secretary of the State/UT Branch.
- b. The office of the Secretary is reserved for female TNAI life members only.

**(iii) State/UT Vice President:**

Any life member of TNAI with 05 years of TNAI membership may submit a nomination for the post of Vice President of the State/UT Branch.

**(iv) State/ UT Joint Secretary**

Any life member of TNAI with 05 years of TNAI membership

may submit a nomination for the post of Joint Secretary of the State/UT Branch.

**(v) State/ UT Treasurer**

- a. Any life member of TNAI with 05 years of TNAI membership may submit a nomination for the post of Treasurer of the State/UT Branch.
- b. The office of the State/ UT Treasurer is reserved for female TNAI life members only.

**(vi) State/ UT SNAI Advisor**

- a. Any life member of TNAI with 05 years of TNAI membership may submit a nomination for the post of SNAI Advisor of the State/UT Branch.
- b. The office for the State/ UT SNAI Advisor is reserved for Nursing faculty working and residing in the respective state only

**(vii) State/ UT Chairperson- Nursing Education and Research Section**

- a. Any life member of TNAI with 05 years of TNAI membership may submit a nomination for the post of Chairperson- Nursing Education and Research Section of the State/UT Branch.
- b. The office for the State/ UT State/ UT Chairperson-Nursing Education and Research Section is reserved for Nursing faculty working and residing in the respective state only

**(viii) State/ UT Chairperson- Programme committee**

Any life member of TNAI with 05 years of TNAI membership may submit a nomination for the post of Chairperson- Programme committee of the State/UT Branch

**(ix) State/ UT Chairperson- Membership Committee**

Any life member of TNAI with 05 years of TNAI membership may submit a nomination for the post of Chairperson- Membership committee of the State/UT Branch

**(x) State/ UT Chairperson- Public Health Nursing Committee**

- a. Any life member of TNAI with 05 years of TNAI membership may submit a nomination for the post of Public Health Nursing Committee of the State/UT Branch.
- b. The office of the State/ UT Chairperson- Public Health Nursing Committee is reserved for Community Nurse/Public Health Nurse/ Public Health Nursing officers working and residing in the respective state and working in the Public Health/ Community Health setting.

**(xi) State/ UT Chairperson- Nursing Service Section**

- a. Any life member of TNAI with 05 years of TNAI membership may submit a nomination for the post of Chairperson- Nursing Service Section of the State/UT Branch.
- b. The office for the State/ UT Chairperson- Nursing Service Section is reserved for Nursing Staff working and residing in the respective state and working in a hospital/clinical setting.

**(xii) State/ UT Chairperson- Socio-Economic Welfare Committee**

Any life member of TNAI with 05 years of TNAI membership may submit a nomination for the post of Socio-Economic Welfare Committee of the State/UT Branch.

**(xiii) State/ UT Chairperson/ Secretary of Student Nurses Association of India**

SNAI Member elected by the State SNAI General Body will be the member of the State/ UT Chairperson/ Secretary of the Student Nurses Association of India

Note: SNAI Unit with TNAI National Headquarters subscription for the recent three years is mandatory for the student member to contest in the SNAI general body election



**(xiv) State/ UT Chairperson- LHV/ ANM**

- a. Any associate life member of TNAI with 05 years of TNAI membership may submit a nomination for the post of LHV/ ANM of the State/UT Branch.
- b. The office of the State/ UT- LHV/ ANM is reserved for female TNAI associate life members only.

**III. Common Instructions regarding nomination for the various posts in the State/ UT Branches of TNAI.**

- i. A member filing nomination shall be a member working and residing in the respective State/UT branch of TNAI. If the candidate is working, the place of work shall be in the same State/ UT area. An exception may be given to the members living in the NCR region of Delhi but working in the NCT of Delhi. In such cases, the members are not permitted to transfer the membership for 04 years. Also, the member shall give an affidavit to that effect to the RO
- ii. The nomination form shall be **filled and completed by the candidate** i.e. with the complete address pin code and TNAI number of the candidate along with the consent and declaration duly signed. The nomination form shall be proposed and seconded by the TNAI member
- iii. The office positions for Chairperson- LHV/ ANM are to be nominated only by Associate Life members of TNAI ie, Members with ANM/LHVs qualifications. The Life members of TNAI are eligible to nominate for all other positions ie, Members with GNM and above qualifications.
- iv. The nomination form submitted shall be supported by a self-attested photocopy of the TNAI life membership photo ID card of the contestant, proposer, and seconder.
- v. The details of the contestant, proposer and seconder such as name, photograph and signature mentioned in the nomination sheet shall match with the records of TNAI membership system to consider as accepted nomination.
- vi. The contestant can submit any number of nominations for any one of the office in the TNAI State/UT Election.
- vii. In case of more than one nomination for the same office, the proposer and seconder shall not be the same.

- viii. The proposer and the seconder can nominate only one person for a particular office. In case a proposer and the seconder proposed or seconded more than one office, the earliest application received to TNAI Hqrs will be considered valid.
- ix. The proposer and seconder for a candidate filing nomination shall be residing in the same state or UT as domicile or working and life member of TNAI.
- x. All valid nominations for the State/UT President and Secretary shall be included in the Provisional Ballot Paper/ Electronic voting device and published in the TNAI bulletin and TNAI website. The order of the names in the nomination sheet shall be as per the **alphabetic order of the first name** of the candidates.
- xi. For other offices the names of the three members having the highest number of nominations shall be included in the Provisional Ballot Paper/ Electronic voting device
- xii. All office bearers who have completed the term of office are eligible for reelection for one more term.
- xiii. A break of 04 years after two consecutive terms (08 years) is necessary for the State/ UT President/ Secretary to contest for the post of President/ Secretary at the State level.
- xiv. A break of 04 years after two consecutive terms (08 year) is necessary for any other executive members of the State/ UT to contest for the any other posts in the State level except for the post of State/ UT branch President/ Secretary.
- xv. In any post, a member in the State can hold the State offices for a maximum of 16 Years only.
- xvi. Any person, who has expelled from a position in State Office, shall not be eligible to contest for any position in TNAI.
- xvii. Members who are, or had been involved in litigation with the Association are not eligible to contest election.
- xviii. The office bearers of a dissolved State/ UT branch are not eligible to contest for a term of **FOUR** years.
- xix. The members holding office positions in TNAI shall not hold office positions in parallel Nursing Organizations (like (trade unions, other associations or societies). For filing a nomination to the TNAI post, the members will have to

relinquish the post in other nursing organizations. The accepted resignation letter from the head of the parallel organization shall be submitted to TNAI headquarters through the respective TNAI State/UT Branch

- xx. The person so elected for a particular office at the State/ UT level shall hold the office for the full term (four years) and shall not contest and cross to another office before completion of the term of their existing elected office.
- xxi. The members who are residing outside the Country/ State/ UT shall not be eligible for contesting election.

#### **IV. Eligible Voters**

- i. TNAI life members of the branch working and residing in the state/UT and whose names appear in the electoral roll shall be the eligible voters.
- ii. The members shall ensure that their membership belongs to the state where they are residing/working through the TNAI's election portal ie, [election.tnaionline.org/UpdateData/Index](http://election.tnaionline.org/UpdateData/Index).
- iii. Each voter should show their **TNAI Photo Identity Life Membership card to cast** their vote. (Members do not have the **TNAI Photo Identity Life Membership card** shall apply for the Photo Identity card **30 days** prior to the date of Election)
- iv. The Life members of TNAI i.e., Members with GNM and above qualifications are permitted to vote for all positions except Chairperson- LHV/ ANM. Same ways, Associate Life Members of TNAI ie, Members with ANM/LHVs qualifications are permitted to vote only for Chairperson-LHV/ ANM
- v. If for any reason the voters name is not appear in the list provided by the Headquarters during the election the Returning Officer after verifying the life membership card of the member and the TNAI Headquarters can permit to cast vote at her/his discretion after getting it confirmed from the headquarters in writing or through email.
- vi. The members can utilize their voting power only once in 4 years for any State/UT/Branch election. The members voted for any State/UT branch are not permitted to caste another vote for any other State/UT/ Branch for the next 4 years.

## **V. Election Procedure**

### **a. Initiation of the Election**

- i. The TNAI headquarters shall notify the election before 06 months of completion of the term of the existing office of the State/ UT Branch.
- ii. The TNAI headquarters shall direct State/ UT Branch to appoint a RO and two election committee members 04 months prior to the notification.
- iii. If the State/ UT branch fails to appoint the RO and Election committee members within 60 days of direction from National TNAI office failing which the officers concerned shall forfeit the privileges attached to their office and the election process will be taken over by the National TNAI Office.
- iv. The entire election process of the state will be overseen by the Regional Vice President of the respective region and one of the Assistant Secretary General assigned by the Secretary General.
- v. Vacancies occurring during the term in any office of the State/ UT branch shall be filled by the branch by nomination during State Executive Committee meeting and intimate the same in writing to the TNAI Headquarters.
- vi. Vacancies filled under the interim category will only be valid for the remaining period of the term of office of the particular post and shall not be considered as eligibility to contest for the National Offices and the for the post of President/ Secretary in State Offices.
- vii. Election Venue and month shall be decided in the Executive Committee meeting of State/ UT branch TNAI while appointing the Returning Officer and other members of election committee.
- viii. The venue of polling shall be a neutral place like auditorium, convention Centre, Hotels etc. In any case the venue shall be a public place and it shall not be conducted in an educational institution/ Hospitals/ Health care / related institutions or it's

premises where a contestant(s) have chance to get an undue advantage of “home ground”.

**In large states**, multiple venues (polling stations) can be recommended by the state executive committee but in any case, the maximum polling station allowed is Four. However, final decision will be taken by the TNAI National Core Committee in consultation with the National vice president of the region and the returning officer.

**In smaller states** while deciding the venue, proper rotation of Geographical area of the State/ UT has to be taken into account. In any cases, two consecutive elections shall not take place in the same Institution/Region/City/ District of the State/ UT.

**b. Election committee**

- i. The Returning Officer shall be the Chairperson of the Election Committee.
- ii. Election committee members shall include two members co-opted from the State/ UT
- iii. The Regional Vice President TNAI and the Secretary General/ one of the Assistant Secretary General from TNAI Hqrs shall oversee the entire election process of the State/ UT branch election and they shall be present during the day(s) of polling and counting till declaration of the result.

**c. Eligibility of the Returning Officer and Election Committee**

- i. The Returning Officer should have minimum 10 Years of membership with TNAI and election committee members should have minimum 08 Years of membership with TNAI and shall not be contesting for the election.
- ii. The election committee appointed by State will be verified by the National Office for approval.
- iii. The regional vice-president and the Secretary-General/Asst. Secretary-General deputed by the National President shall oversee the entire election procedure.
- iv. The existing office bearers shall not be nominated for the RO as well as election committee members.

**d. Duties and responsibilities of election committee**

- i. The Returning Officer shall be the Chairperson of the Election Committee.
- ii. Returning Officer shall organize the meeting of Election Committee members to delegate the responsibility pertaining to election process.
- iii. Returning Officer and Election Committee members should ensure confidentiality of the entire election process.
- iv. The Returning Officer shall be approached for any query or doubt about the election.
- v. All correspondence pertaining to the election shall be addressed to the Returning Officer of State/ UT designated for the election.
- vi. Nomination shall be called on prescribed forms and the same shall be printed in the TNAI Bulletin and TNAI website **FOUR** months prior to the election by TNAI Headquarters.
- vii. There shall be a gap of minimum of 6 weeks (42 days) between the date of notification and the last date for submission of the nomination form to TNAI Headquarters.
- viii. The Nomination form duly filled / completed by the candidate i.e. complete address, TNAI number along with the signature shall be sent to the TNAI Headquarters and shall be addressed to the concerned Returning officer of the State/UT branch so as to receive on or before the last date mentioned in the election notification.
- ix. The nomination form duly submitted shall be supported by self-attested photocopy of TNAI life membership photo ID card of the contestant, proposer and seconder.
- x. It is the duty of RO and national office to verify the name ,TNAI number , membership status and signature of the candidate, proposer and seconder with records available in TNAI office
- xi. Any nomination received after closing date and time (5 pm) scheduled for submission of nomination shall be summarily rejected.

- xii. The candidate or contestant shall send one copy of completed nomination form to the Secretary General, L- 17, TNAI Headquarters, Florence Nightingale Lane, Green Park, New Delhi so as to receive on or before the last date mentioned in the election notification.
- xiii. The Secretary General shall update the details of nominations received for each post in state branch election in the TNAI website as well as in concerned state branch website on weekly basis.
- xiv. In cases where returning officer and election committee is appointed by TNAI Hqrs, meeting of the election committee will be conducted at TNAI Hqrs.
- xv. Election committee shall verify with the TNAI Head Hqrs the eligibility of candidates who have filed nominations.
- xvi. After the closing date, the Returning Officer shall call election committee along with the Regional Vice President-TNAI, in which all received nominations shall be scrutinized, separated and labeled as valid and invalid nominations.
- xvii. If there is only one candidate for the any post will be declared as elected. However the handing/taking over of the charge will be done only after the completion of the term of the existing State/UT office.
- xviii. On the basis of the valid nominations, a complete list of eligible contestants shall be prepared by the Returning Officer.
- ix. All the nominations to different posts will be considered **Null and Void** if no nominations received for the post of President.
- xix. Any positions elected on the General Body Meeting other than President through Open election shall be considered as Full-Time positions.
- xx. For the offices of President and the Secretary, all valid nominations shall be included in the final list of eligible contestants. For other offices, the names of three members having the highest number of filed nominations shall be included.

- xxi. **List of accepted nomination of each post shall be submitted to the TNAI Headquarters to publish in the TNAI Bulletin 04 weeks prior to election date. It shall be sent in such a manner that request for publication is received in the TNAI Headquarters in advance (e.g. if the final list is required to be printed in the TNAI Bulletin in June, the material should positively reach latest by the 30<sup>th</sup> of April).**
- xxii. The Returning Officer shall obtain the voters' list in advance from the TNAI Headquarters one month prior to the date of election.
- xxiii. Any contesting candidate whose name has appeared in the final list of eligible contestants may, by giving in writing to the Returning Officer, withdraw from the contest at least 20 days before the proposed date of polling notified by the Returning officer. In case of multiple polling dates/ venues, the first day of polling shall be considered for calculating the 20 days period. The name of the withdrawn candidate shall not be included in the final Ballot Paper.
- xxiv. The Returning Officer at the time of election shall appoint the required number of polling officers, tellers, and supervisors for the purpose of election.
- xxv. The RO shall ascertain the names of the representatives of the contestants. The representatives shall be Life member of TNAI from the same state. The representative shall be allowed to be present throughout the polling and counting process.
- xxvi. Except returning officer, no one is allowed to use electronic gadgets like mobile phone, laptop etc, inside the polling and counting station.
- xxvii. The Returning Officer shall record all the minutes pertaining to the election process from the beginning till the end of the election. Returning Officer and Election Committee members should maintain necessary confidentiality of the entire election process.
- xxviii. If the Returning Officer could not be present on the day of Election due to extreme unavoidable circumstances, she/



he shall inform to the TNAI Headquarters immediately. Officiating Returning Officer shall be appointed by National Hqrs from among the Election committee members.

**e. Preparation for the election and conduct of polling**

- i. In case multiple cities are selected as polling stations, the polling of votes shall be done on consecutive days as decided by Returning officer in consultation with the National Vice President with the approval of the National Core Committee.
- ii. The day of polling in each of the stations shall be notified in advance at least four weeks before the day of polling through the TNAI National and State/UT Website and also in the TNAI Bulletin.
- iii. The time of polling in each station will be from 11.00 AM to 03.00 PM. In case of single polling station, the timing will be from 10.00 AM to 04.00 PM.
- iv. TNAI members intending to vote shall report latest by 02.00 PM on the day of polling at the polling stations and register their names for voting in the respective counter.
- v. Returning Officer and the Election committee members shall inspect the venue to ensure that necessary arrangements etc. have been made prior to the election.
- vi. Returning Officer along with her/his team shall ensure the availability of all items needed for the election. A checklist of all items required for election procedure and counting of votes shall be prepared and made available.
- vii. One polling booth to be arranged for every 150 voters. Based on the number of expected voters, adequate number of polling booths to be arranged.
- viii. Local Police Station to be informed in advance by the respective state branch office bearers. In case of any difficulty returning officer shall inform the Local police at least on the previous day of election.
- ix. At the time of elections, the Returning Officer shall appoint the Supervisors, Polling Officers and Tellers for voting

as required. S/he shall also ascertain the names of the representatives of the contestants (if not already received in prescribed form before the commencement of voting).

- x. Returning Officer should display the details of the voting procedure and necessary instructions at the venue of the polling stations.
- xi. It is expected that the voters/members are well versed with the TNAI Rules and Regulations and Byelaws.
- xii. The Returning officer shall show the constitution, bye laws of TNAI for use by any member and the members can refer if any doubts regarding the election.
- xiii. The returning officer shall allow the voters who have already registered for voting as per clause number (Article III/Section F/IV/e/iv) to cast their votes even if the scheduled timing is over.
- xiv. The ballot boxes shall be sealed by the Returning officer/ National Vice President in the presence of representatives of the candidates or TNAI members available at the site of polling.
- xv. The sealed ballot boxes shall be carried by the returning officer to the last station of polling where the counting will be done.

**f. Instruction to the Contestants / voters**

- i. No canvassing shall be permitted on the day of election.
- ii. No electronics gadgets (Mobile phone, camera) are permitted to be used during voting and counting procedure except by Returning Officer and election committee members within the premises till the counting is over.
- iii. No person other than the voters shall be permitted within the area of the polling booth.
- iv. No one shall be allowed to enter before or after the scheduled time of voting.
- v. The empty ballot boxes shall be inspected by the polling officers, tellers, supervisors and representatives of the contestants.

- vi. The boxes shall then be locked and sealed and signed by the RO, election committee members, polling officers and contestants or their representatives before placing these in different polling booths in the same venue.
- vii. It is the responsibility of each contestant to ensure that s/he himself or his/her authorized representative is present in polling station(s) and counting station.

**g. Voting procedure:**

- i. The Returning Officer and Supervisor must keep vigil and ensure that no canvassing is done on the day of election. An enlarged photocopy of the Ballot paper can be displayed at the entrance of the polling booth for the voters to familiarize with the ballot paper.
- ii. All voters shall queue up at the polling counters.
- iii. Each voter **should show their TNAI photo identity life membership cards** as proof to the polling officers before entering the hall.
- iv. Polling officers will check the names and membership numbers of all the eligible voters from the voters' list and score off the names of voters in red ink.
- v. The voter shall also sign against her/his name in the eligible voters' list.
- vi. The Polling Officer shall provide the Ballot Paper and put an identity mark on the left hand forefinger of the voter with indelible ink, and score off the voter's name in red from the Voters List and authenticate it by putting her/his signature, and then send him/her to election hall.
- vii. The voter shall cast her/his vote by putting the seal (X) carefully against the name of the contestant of her/his choice.
- viii. The seal should be placed in the proper space provided in the ballot paper.
- ix. Marking the seal in improper space, over-stamping and any writing on the ballot paper shall be treated as invalid vote.
- x. After casting the vote the voter shall leave the hall quietly

through the exit gate and participate in the proceedings of the ongoing Branch General Body meeting.

- xi. In case of electronic voting machine is used, the conditions specified in national election shall be followed.

**h. Counting Procedure:**

- i. **In case of single polling station**, the counting will take place at the same venue of polling, immediately after the polling is over.

**In case of multiple** polling stations, the counting will be done after completing the polling of the last and the final polling station on the same day of polling in the last station.

- ii. The sealed ballot boxes shall be opened by the Returning Officer in the presence of election committee members and Supervisors, Polling Officers, Tellers and Contestants or the Representatives of the contestants.
- iii. Each member present at the time of counting shall keep a separate count of votes as each Ballot Paper shall be accounted. The tally sheets shall be scored off and signed by the Returning Officer. From time to time, the count of ballot papers shall be counter verified and preserved properly.
- iv. Counting of all the votes shall continue in one session on the same day of election.
- v. The valid and invalid votes shall be counted, accounted and be kept in separate covers.
- vi. After all the votes have been counted and tallied ballot papers shall be placed in a cloth bag and sealed in the presence of all the officers concerned.
- vii. The minutes of the entire process should be recorded and signed by the Returning Officer, Election Committee and Representatives present at the time of counting.

**i. Election Result**

- i. The Returning Officer shall declare the results immediately after the counting procedure is completed.
- ii. The RO shall announce the number of votes scored by each candidate for a post in an alphabetical order of their names and announce the highest scorer as declared **ELECTED**.

- iii. In case of only one valid nomination for an office, it **shall be declared as elected** during the process of finalizing the list of valid nominations but the handing over of the charge shall take place only after completion of the existing office bearers and culmination of the scheduled State conference.
  - iv. The Returning Officer shall submit a copy of the election result to the existing President and Secretary of the Branch who shall make a note that the elections are held and declared valid in her/his presence and authenticate by signing it.
  - v. If the existing office bearers are not available, the Regional Vice President and Secretary-General/ Assistant Secretary General shall certify the same.
  - vi. The election result of elected Office Bearers, prepared by the Returning Officer, shall be sent to the TNAI Headquarters office immediately under her/his signature to publish in the TNAI Bulletin after 30 days from the date of election.
  - vii. If there is no dispute, the ballot paper shall be destroyed after 45 days from the day of election
- j. Open Election**
- i. Open election shall be conducted with the permission of National Headquarters and it shall be conducted only during the General Body meeting of the state branch with prior intimation about open election.
  - ii. This is applicable only if the positions notified for regular elections are vacant
  - iii. The RO shall declare the open election during the general Body meeting and invite the nominations which shall be proposed and seconded by eligible TNAI members
  - iv. If only one nomination, then it shall be declared as Elected
  - v. If more than one member for the positions, election for the position shall be initiated and declare the most voted member as Winner.
  - vi. For any malfunctioning State/UT branch the national EC may decide to conduct open election for all the posts.

**k. Taking over of new elected members:**

- i. The newly elected Office Bearers can execute the functions of the concerned office to which they are elected in the Branch according to the directions of the National Executive Committee/ TNAI Rules & Regulations for a term (4-year) after 30 days of election from the declaration of the result.
- ii. The former State office bearers shall handover the responsibilities within 7 days of the completion of 30 days period after declaration of the results. Undue delay in handing over if any will be dealt by National Hq which may even include disciplinary actions against the non-cooperative former office bearers.
- iii. The old office bearers will officiate as State/ UT executives during the period of 30 days after election but before the actual handover for any deliberations/ EC or Council meeting.

**m. Election Disputes**

- i. Any objections on the election may be raised in writing within 15 days from the declaration of the result to the Dispute & Grievances committee (ref: page number 32) of Headquarters, and routed through Returning Officer of the respective State/UT/ Unit.
- ii. The election dispute committee shall be formed within 15 days after the last date for submission of the dispute at the TNAI Headquarters and settle the disputes.
- iii. Decision of the committee shall be informed to the contestant(s) within 15 days after the committee meeting via email of the contestant(s) with a copy to the returning officer and other election committee members.
- iv. The decision of this Committee shall be considered as final.
- v. But an appeal regarding the decision, if any, shall be made to the National EC/Council TNAI (whichever is earlier) within 30 days of conveying the decision of the Dispute Committee to the Contestant.
- vi. A member who has not followed this procedure shall not be entitled to take the matter to a court. If any legal dispute

still exists, shall be filed in a court where the TNAI National Headquarters is located.

- vii. Expenses for National Committee Members (ref: page number 32): The expenses related to dispute & grievances committee meeting for the National committee members will be covered by the TNAI Headquarters such as costs related to travel, accommodation, and any other expenses incurred by individuals holding national-level positions within the organization.
- viii. Expenses for other Election Committee Members: The expenses incurred by members of the Election Committee such as Returning Officer, and any other committee members related to dispute & grievances committee meeting will be borne by the state branch.
- ix. Contestant(s) raising the dispute shall be responsible for their own expenses related to travel and accommodation to attend the dispute committee meeting.

## **Section B: Financial and Accounting Policies**

### **I Budget**

The Association's financial statements shall be based on the approved annual/biennial budget. Therefore, the budget is an integral part of the financial activities of the Association. No expenditure can be processed without an approved budget.

The budget is normally prepared and approved at the Council meeting. State Branches shall submit the budget to HQ after obtaining approval from the State EC. The State branches/zonal branches shall submit the branch budget in February every year."

### **II Expenditure Allocation & Cash Disbursements**

- i. Expenses/payments allocation shall be done according to the approved budget of the Association. The Association's expenditures are usually covered by the interest income. However, if the interest income is not sufficient to meet the budgeted expenditure, the deficit shall be covered by the accumulated surplus income.

- ii. Capital expenditure shall be made subject to special approval from the Council.
- iii. The major expenses of the Association shall include Establishment, Publications of Journals and Bulletins, payment of affiliation fees, state branch grants, Scholarships, Welfare Grants to Nurses, Meeting and conference expenses, and Administrative expenses. Administrative expenses mainly include Repair and maintenance of buildings, equipment & vehicles, Rates and taxes, Conveyance, Training Expenses, Audit fees, Professional and legal charges, Postage communication expenses, Insurance, Prizes and awards, Electricity and water charges, Printing and Stationery.
- iv. No cash receipt/collection shall be permitted for use in payments. All daily cash collections shall be deposited in the designated bank account on the very next working day.
- v. Cash payment is strictly prohibited in the TNAI Office and Branches. In case of any emergency, a maximum limit of Rs. 20,000/- shall be withdrawn from the bank to meet contingency expenses, which should not exceed Rs. 999/- (one bill).
- vi. Payments, including advances to contractors, shall be made through Account Payee cheques/NEFT/RTGS through the bank against GST invoices. Ensure that contractors are registered before issuing purchase orders.
- vii. Excess fees remitted by members or institutions shall be refunded upon request to their bank account after deducting GST or any bank charges.
- viii. Online payments are permitted for taxes to Govt. Agencies, Electricity, Telephone & internet, and the release of grants to State Branch. No restrictions for inter-bank transactions (TNAI to TNAI).
- ix. The Cash Certificate shall be maintained on a monthly and yearly basis.
- x. Payments against the purchase of items and services shall be subject to the approval of a quotation. Therefore, the quotation, purchase order, and invoices are integral parts



of the Association. The payment invoices should quote the Purchase Order.”

### **III Sources of Income (Revenue)**

- i. The sources of revenue/receipts of the Association include contributions from Nurse Professionals, Nursing/Medical Institutions, or similar related institutions, and Government Agencies.
- ii. The revenue generally arises from fees, subscriptions, donations, contributions, service charges, publications, grant-in-aid, and interest from bank accounts.
- iii. The life membership fee shall be considered as Capital Revenue of the Association. Hence, the life membership fee shall not be used for the revenue expenditure of the Association.
- iv. By way of receiving and collecting any gifts and donations, either in cash (not exceeding ₹ 2,000) or in kind. The Association shall not receive donations or gifts in cash (not more than ₹ 2,000) or in kind.
- v. Funds and property, movable or immovable, acquired by lawful means, are intended to be spent and utilized for the fulfilment of all or any one of the aims and objects of the Association.
- vi. The contributions and donations received for a specific purpose shall be credited directly to the corpus fund.
- vii. A Donation Certificate (Form 10BD)/Receipt shall be issued to the donor for claiming income tax exemption.

### **IV Surplus Income**

A corpus fund (Specific Purpose Fund) should be created as the capital of the Association and kept for the existence and sustenance of the purpose. The Council of TNAI shall establish

Corpus funds for specific purposes from its fund or the donation of a member. A donation will be treated as a corpus donation only if it is accompanied by a specific written direction of the donor member. The donations/contributions received for such funds shall be accounted for in the specific fund directly. No Corpus fund will be created in the name of a person or family.

The fund shall be utilized for the purpose for which it is received subject to the approval of the Council of TNAI. The corpus fund is generally invested and not allowed to be utilized for the attainment of the purposes, but the **interest on such fund shall be utilized as well as accumulated.**

## **V Corpus Funds of the Association:**

- i. **Endowment Fund (Unrestricted Fund):** The surplus income of the Association shall be accumulated in the Endowment fund each year. The interest from such investments (Fixed Deposits) shall be utilized as per the approved budget of the Council and HOR for the ordinary working expenses of the Association, as described in the financial statements. The endowment fund shall not be normally diverted for any purpose except by a decision of the TNAI Council, arrived at by a three-fifths majority of members present in the meeting. There is no limit to the accumulation in the Endowment fund.
- ii. **Building & Infrastructure Development Funds:** This fund is created by donor members to purchase land and construct or renovate buildings to meet the objectives of the Association. The Building Committee shall act as an Advisory Body to recommend, formulate, and review the requirements of building maintenance and construction with a view to its optimum utilization.
- iii. **Disaster Relief Fund:** The Disaster Relief Fund of the Association is primarily used for the humanitarian needs of members who are affected in their lives due to natural calamities. The fund shall not be used for long-term assistance to members.

- iv. **Nurses Welfare & Scholarship Fund:** The Scholarship fund was established to fulfill educational objectives and to serve the cause of basic nursing education, advanced nursing education, and research. The fund shall be accumulated from contributions received from nursing students and institutions. TNAI also contributes 20% of its surplus accumulated income as and when required. The Scholarship fund has been collected since 1943 from various organizations and individuals.( Kapadia Memorial Scholarship Fund, Margaret Johann Scholarship Fund, Ajmer Minto Sisters Scholarship Fund, Lady Linlithow Scholarship Fund, Tata Memorial Scholarship Fund, Lady Minto Scholarship Fund, Military Nursing Service Scholarship Fund, National Florence Nightingale Memorial Scholarship Fund, Rajkumari Amrit Kaur & Adranvala Scholarship Fund, Dr. Francis Albert Dean Memorial Scholarship Fund, Kanwaljit Singh Malhotra Memorial Fund, Pramada Bajaj Student Scholarship Fund, TJ Mehta Memorial Fund and Naval and Gool Scholarship Fund).

The fund shall be utilized for awarding financial aid to student nurses or nurses to pursue their education. The scholarship committee at TNAI initiates the selection procedure through announcements to invite and scrutinize applications, obtain references, shortlist, and select as per the laid-down criteria and recommend for the award of scholarships. The Scholarship Committee shall review, revise, and recommend the award of scholarships for the approval of EC and Council.

The Nurse's Welfare Fund shall be used to provide Socio-Economic Welfare to Nurses in the Country and the Nursing Regulation Project to raise the standards of Nursing Education, Practice, and Research through necessary legislation. The funds are also utilized for the welfare of nurses in adversity. The fund has come to the rescue of many members of the nursing profession in times of need. Members can apply for financial assistance in case of Medical Care/Critical illness/Accident, Life Time Achievement Award, and monthly grants as approved by the Council.

- v. **Staff Welfare Fund:** The Staff Welfare Fund is mainly for meeting the requirements of Gratuity and Leave Encashment of employees of the Association. A provision for the fund will be accumulated in the fund every year and reimbursed to eligible employees towards Gratuity and earned leave encashment to the staff at the time of resignation/retirement as per the Staff Service Rules and Regulations (SSRR). Lakshmi Devi Staff Welfare Fund also takes care of the special needs of needy employees in emergencies for medical care.
- vi. **Student Nurses Association Fund:** The Student Nurses Association Fund is a Corpus fund for forming and registering the “Student Nurses’ Association of India” (SNAI). SNAI shall be a separate body regulated and administrated by TNAI Management for student nurses registered under the Society Registration Act. The fund, fully or partially as decided by the Council of TNAI, shall be transferred to SNAI after establishing the Society.
- vii. **Project Fund and Grant-in-Aid:** The Association shall accept/receive project funds from the Government in return for past and future compliance on account of training programs, workshops, and any other activities as specified in the pattern of assistance. The Association has to adhere to the laid-down General Financial Rules while handling Government grants/funds. The Association shall accept/receive funds from Private NGOs but not from individuals or for commercial and marketing activities, subject to a strict bilateral agreement. The agreement shall be legal in all respects and bear the stamp and signature of the authorized authorities. The project accounts shall be settled within the prescribed time, and a Utilization Certificate is to be recorded. The project fund shall not be diverted for any other purpose for which it is released.
- VI Bank Accounts & Investments:** The Council of TNAI shall operate Savings Bank Accounts or any other banking services in any nationalized banks/Scheduled banks/Public Sector Financial Institutions in India, which are approved by RBI according to the requirements of the Association

## **Section C: Accounting & Procedure**

The accounts of the Association shall be prepared and maintained as per the Income Tax Act and accounting standards prescribed in the financial statements of the TNAI under Significant Accounting Policies.

The Accounting of the Association shall be processed through an approved Accounting Software (Tally ERP 9). As a part of the internal control function, TNAI HQs. shall synchronize the software with the Greater Noida Office and all the state branches for the review of accounting information in the accounting software and enforce corrective measures to ensure compliance with this policy and make adjustments where necessary.

The Finance & Accounts Department of TNAI shall keep & maintain all books of accounts, vouchers, bills, Invoice, challans, tender or quotations, comparative statements of purchases, financial statements, cash book, bank statements, payroll statements, minutes and investment registers or any other financial records including Treasurer Report, Budgets and Statutory Documents like Income Tax Return GST Returns, TDS Returns EPF Statements etc. in systematic order as required for auditing and income tax assessment of the Association.

As a policy of TNAI, any statutory dues like Income Tax, TDS, GST, EPF, House Tax etc to Govt. shall be settled on a priority basis. No approval from the Council is required for paying statutory dues.

All the financial documents shall be signed by the Accounts Officer, Secretary General, and the National Treasurer of the TNAI. The National President signature is mandatory for all audited financial statements. The Secretary-General shall authorize the Accounts Officer to appear before the Income Tax Department and any other agencies wherever the presence of the Accounts Officer.

The financial documents in soft & hard copy are kept locked in a strict & confidential manner for less than 5 years. No financial document shall be handed over without written prior permission of the Secretary-General. All the passwords, IDs, etc. shall be in the safe custody of the Accounts Officer and Secretary General. All the checkbooks are kept in a locker by the Accounts Officer. The Asset Register, Inventory Register, and

Employees documents shall be kept separately by the Office Superintendent and Secretary General

The National Treasurer shall present the Financial Statements, Audit Report, Treasurer Report, etc. to the concerned committee in time to time. All the financial statements shall be signed by the Accounts Officer, Secretary General, Hony. Treasurer. The audited financial statements shall be signed by the National President-TNAI, Secretary General, National Treasurer, Accounts Officer, and Statutory Auditor.

## **Section D: Auditing**

Audit is the examination of transactions and inspection of books of accounts by an auditor followed by physical checking of inventory to ascertain the accuracy of financial statements.

Two types of auditing in TNAI

- i. Internal Auditing conducted by the Internal Audit Committee of TNAI
- ii. External & Statutory Auditing conducted by Statutory Auditors of the Association.

### **i. Internal Auditing**

The Council shall conduct an Internal Audit by the Internal Audit Committee formed by the TNAI Council every two years. The members of the Audit Committee shall be designated by the National EC / Council TNAI along Secretary General Accounts Officer and Office Superintendent.

### **ii. Statutory Auditing**

Statutory auditing is mandatory to comply with the statutory requirements. The Statutory Auditing shall be conducted in August-September every year after closing the accounts of the previous year. The Statutory Auditing shall be done by the Registered Chartered Accountant firm as per the provisions of the Income Tax Act. The Statutory Auditors shall be appointed or re-appointed by the TNAI Council every year.

The Consolidated financials, Audit Report in Form 10B along with ITR-7 shall be submitted to Income Tax Department. every year as prescribed by the Income Tax Department.

## **Section E: Indemnity, Arbitration, and Legal Proceedings**

Any member or office bearer or employees of the Association shall have indemnity against all liabilities: i) arising out of the act and things done by him/her in performance of the duties entrusted, by way of damage or otherwise, and all losses, costs, charges, and expenses which he/she may incur or becomes liable because of any contract entered into or any act or deed done by him/her.

All his/her services and actions are provided voluntarily and honorary to the Association at his/her own risk and responsibility, the good faith and trust in the true spirit of service for a public cause and consequently, the Association shall not be liable for any indemnity arising out of such acts of omission or commission of its members and others in their official or personal or professional capacities or in whatsoever manner explains or otherwise.

The Council of TNAI shall appoint arbitrators, legal advisors, or tax consultants like Chartered Accountants, and Architects and move legal proceedings as and when required for the interest of the Association. The Council shall also fix and pay the fee for such cases. The courts in Delhi shall have jurisdiction to determine the same.

The branch President, Secretary, and Treasurer are required to enter into an undertaking with TNAI HQs. on Non-judicial stamp paper of appropriate value during the taking over of the offices or changing the Authorized Signatories of the bank whichever is earlier.

## **Section F: State Branch Account**

The state branch accounts are an integral part of the TNAI HQs. **The Governing Body (Council-TNAI)** is the Competent Authority for all the financial approvals of the State Branches. The key fiscal accounting responsibilities are vested in the Executive Committee of the State Branches. The state Branch Secretary and Treasurer shall be the key responsible persons for handling the State Branch Accounts. The branch shall form the State Branch Finance Committee to handle the finances of the State Branch. The EC of the State Branch shall decide the members of the finance committee in which the Branch President, Secretary, and Treasurer are mandatory and the Statutory Auditor of the State Branch shall be opted as invitee of the Finance Committee. The Council-TNAI

shall review and revise the financial policies of the State Branch subject to the direction of the State Branch EC.

The budget for the State Branch shall be prepared by the Finance Committee and approved by the EC of the State Branch before the start of the financial year. The budget for the Capital Expenditure like the purchase of land and building shall be obtained from TNAI EC/Council.

State Branches shall strictly adhere to the rules under the expenditure allocation & cash disbursement. The branches shall accumulate surplus through the earnings from the members, training, workshops, and conference and bank interest. The state branch shall receive financial assistance from HQs. as per the criteria approved by the Council. The State Branches shall not accept/receive any project funds directly from any source without the approval of the EC/Council.

The original documents of the state branch properties shall be kept under the safe custody of TNAI HQs.

The Accounting policies and procedures of TNAI shall be adhered to by the branch strictly. The branch accounts have to be synchronized the Tally system with TNAI HQs. If the branch has any difficulty handling the accounts, the same can be outsourced to any reliable firm with the approval of the State Executive Committee but the signing authority shall be the TNAI State Office bearers only.

The branches can appoint its branch statutory auditors separately at per discretion of the TNAI State Executive Committee. The Treasurer of the TNAI State/UT Branches shall be responsible for submitting the audited report to TNAI HQs. on or before 31st May every year. The audited statement shall be signed by the President, Secretary, Treasurer, and Statutory Auditor.

The state branches shall open bank accounts for the zonal branches and units as per the requirement. The branch shall be ultimately responsible of the zonal/unit branch transaction and statutory dues. The accounts of the zonal/unit branch shall be clubbed with state branch accounts.

**i. Internal Auditing**

The internal audit committee consisting of the Regional Vice President, Secretary General, and Accounts Officer shall conduct the audit once in two years.



The branches shall keep and maintain all books of accounts of all receipts and payments or any documents related to the activities of the branch to furnish all necessary information to the Internal Audit Committee/State Executive Committee. The internal audit committee shall present the branch audit report to the Council directly.

TNAI HQs. shall appoint a statutory auditor for State Branches to comply with the consolidated statutory financial statements. Apart from the Statutory Auditors from TNAI HQs. the state branch can appoint a local registered chartered accountant as a consultant for the financial affairs of the state branch.

The branch has to provide all branch records to TNAI HQs. as and when required by the Secretary-General.





